

INSTRUCTIONS FOR AUTHORS

Submission of Manuscripts

Send manuscripts to: Kristin Congdon
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407-823-2195

Studies editors encourage authors from all disciplines and fields of study to submit research related to art education. *Studies* editors highly recommend that authors have a professional colleague read and critique their manuscripts before submission.

Send a letter via email to request review and possible publication of your article, and attach your manuscript file in Microsoft Word format (.doc, .docx only; no .pdf files) followed by a copy of the letter and two printed paper copies of the manuscript via U.S. mail.

Please ensure that your letter includes the statement that the manuscript has been neither published nor submitted for simultaneous consideration. Include the word count of the manuscript (excluding references) and the full name, address, email, and home and business telephone numbers of the author who is to receive editorial correspondence. Retain a copy of the manuscript for your records.

Preparation of Manuscripts

Authors should prepare manuscripts using the *Publication Manual of the American Psychological Association, 6th edition, (2009)*.

Manuscripts must:

- be prepared using a Microsoft Word (.doc, .docx format) 12 point font
- be double-spaced
- have 1" margins on all sides
- have no visible tracking
- include an abstract of 75 to 150 words
- include a separate title page that includes the full names and the institutional affiliations of authors, a running head, author identification notes, and a list of three to five keywords or phrases that could be used in an electronic search
- identify the title of the article and page number on the first page; successive pages should include page numbers and the running head
- not include authors' names, affiliations, and identification notes on any other than the title page
- use endnotes, not footnotes
- be a maximum of 5,000 words long (some editors may accept slightly longer articles on rare occasions)

Authors should use author identification notes to acknowledge the basis of the study (doctoral dissertation or paper presented at a meeting, financial support, or scholarly assistance), to indicate changes in the authors' affiliations, and to specify the e-mail and full mailing address for the author to whom requests for inquiries and other communications should be sent.

Studies editors encourage authors to submit images that add information or illustrate the text in complementary ways. Attach copies of figures, tables, and illustrations as separate files of publication quality (300 dpi, 5 x 7 inches).

Image files for submission for review should be 50-100K and 72 dpi (resolution). Upon acceptance of the article, final images must be of publication quality (2MB–6MB) and must be accompanied by release forms, captions, and full credits.

Upon acceptance of the article, authors must complete release forms for text and images.

Authors must appropriately reference all audio/visual or electronic media, artwork, and other specific examples of material culture in the text and the reference list.

Review of Manuscripts

The *Studies* editor subjects all manuscripts to masked review by members of the *Studies* Editorial Board. Most manuscripts undergo at least one rewrite, and the senior editor may further edit a manuscript prior to production. Studies editors always obtain authors' permission for extensive changes. Final decisions on manuscripts may take six months, and editors make every effort to publish a manuscript within 12 months of its acceptance.

The editor has the right to reject a revised manuscript without further review in the event that the rewritten manuscript is returned to the editor six months or more after revisions were requested.

STUDIES in ART EDUCATION

National Art Education Association

INSTRUCTIONS FOR AUTHORS OF MEDIA REVIEWS

Submission and Preparation of Manuscripts

Studies accepts invited and unsolicited media reviews, including, but not limited to, books, CDs, educational exhibits, games, video, and websites.

Submit media reviews to:

Sara Wilson McKay
Studies in Art Education, Media Review Editor
Department of Art Education
School of the Arts
Virginia Commonwealth University
812 West Franklin Street
P.O. Box 843084
Richmond, VA 23284-3084
swilsonmckay@vcu.edu

Reviews should be critical discussions rather than mere publication notices.

Authors should send reviews via email in Microsoft Word format (.doc only) followed by two paper copies of each manuscript via U.S. mail or courier.

Media reviews should:

- be limited to 3-6 double-spaced pages of 12-point font; approximately 750-1500 words.
- be typed using APA citation format for reviews, which includes number of pages and ISBN number where applicable, "Reviewed by (reviewer's name only)."
- include the reviewer's name and affiliation at the end of the manuscript.

Studies editors do not submit media reviews for masked review, but they may ask reviewers to make revisions. Authors should contact the media review editor for additional information concerning media reviews.

INSTRUCTIONS FOR AUTHORS OF COMMENTARIES

Submission and Preparation of Manuscripts. Commentaries are concise, sharply focused responses to issues that have been or should be addressed in published articles.

Send commentary manuscripts to:

Karen Keifer-Boyd

Studies Commentary Editor

School of Visual Arts, 210 Arts Cottage

The Pennsylvania State University

University Park, PA 16802-2905

kk-b@psu.edu

Send commentary manuscripts via email in Word format (.doc or .docx only) followed by two paper copies via U.S. mail or courier.

Manuscripts must:

- be double-spaced using 12-point font
- be approximately 750-1500 words
- include a cover page that includes the title of the manuscript, word count, and the commentary author's full name and institutional affiliation
- include the title and commentary author's name on the first page

Studies editors do not submit commentary manuscripts for masked review, but they may ask authors to make revisions. Contact the commentary editor directly for additional information.

STUDIES in ART EDUCATION

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THE NATIONAL ART EDUCATION ASSOCIATION

1916 Association Drive, Reston, VA 20191-1590

Tel: 703-860-8000; Fax: 703-860-2960; E-mail: lezell@arteducators.org

STUDIES in ART EDUCATION

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