

## *ArATE Electronic Journal*

### Manuscript Submission Guidelines

**Topics and Issues:** Manuscripts may address any topic or issue relevant to teacher education. Watch for announcements for specific themes for selected future editions of the journal.

**Length:** Manuscripts, including all references, charts, figures, and tables, generally should not exceed 30 pages.

**Preparation:** All submissions must be prepared using a computer word processing program, preferably Office 10. Manuscripts must adhere strictly to guidelines documented in the Publication Manual of the American Psychological Association, 6th edition. Double-space all text, including quotations and references, and provide 1-inch margins on all margins.

**Submission:** Submissions should be submitted electronically to  
Nancy P. Gallavan, Ph.D. ngallavan@uca.edu

**Files:** Authors should submit three attached files per manuscript with your cover letter email stating that your manuscript has not been submitted to another publication

1. file 1: title page with date of submission and contact information including author's name, institutional affiliation, complete mailing address, business and home phone numbers, fax number, and email address
2. file 2: manuscript starting with abstract (120 words) but without a title page and without charts, figures, graphs, or tables; your name or any other identifying information should not appear in the abstract or the manuscript
3. file 3: all charts, figures, graphs, and tables

Label all files with the primary author's last name and the date of submission, i.e., **Gallavan 7-15-13 title page, Gallavan 7-15-13 manuscript, Gallavan 7-15-13 figures**  
Your files will be copied and relabeled with a code.

**Decisions:** Authors will be notified of the receipt of the manuscript. Notification of the status of the manuscript will occur after the deadline date.

**Due Dates:** **July 15 for September publication and January 15 for March publication**

Thank you!  
*Nancy*

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