

# STUDIES in ART EDUCATION

National Art Education Association

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## Instructions for Authors

### Submission of Manuscripts

Send manuscripts (digital copies only) to:

[studies@mail.ucf.edu](mailto:studies@mail.ucf.edu)

Other correspondence (i.e., disks with high-resolution images) may be sent via surface mail to:

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*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 e-mail to request review and possible publication of your article, and attach your manuscript file in Microsoft Word format (.doc, .docx only; no .pdf files).

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, e-mail, 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-inch 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 pages other than the title page
- use endnotes, not footnotes
- use Word paragraph formatting for indents or reference formatting: do not use tabs
- 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 author to whom requests for reprints or inquiries 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. Image files submitted for review should be between 50-100K and 72 dpi (resolution). Maximum dimensions are 800w x 600h pixels for landscape and 600w x 800h pixels for portrait. Use brief captions and provide full credit for each image.

Upon acceptance of the article, authors must complete release forms for text and images and supply **high-resolution images** as separate files. Images should be a minimum size of 4 x 6 inches at 300 dpi, or equivalent (usually 1-6 MB).

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 6 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 6 months or more after revisions were requested.

## Instructions for Authors of Media Reviews

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

Submit media reviews (digital copies only) to:

[swilsonmckay@vcu.edu](mailto:swilsonmckay@vcu.edu)

Other correspondence may be sent via surface mail to:

Sara Wilson McKay

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Richmond, VA 23284-3084

Reviews should be critical discussions rather than mere publication notices.

Authors should send reviews via e-mail in Microsoft Word format (.doc or .docx only).

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.

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### Submission and Preparation of Manuscripts

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Send commentary manuscripts (digital copies only) to:

[kk-b@psu.edu](mailto:kk-b@psu.edu)

Other correspondence may be sent surface mail to:

Karen Keifer-Boyd  
*Studies* Commentary Editor  
School of Visual Arts, 210 Arts Cottage  
The Pennsylvania State University  
University Park, PA 16802-2905

Send commentary manuscripts via email in Word format (.doc or .docx only).

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

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