

Please follow the submission guidelines highlighted below:

Components

All manuscripts have the following components:

- cover letter
- title page
- 150-word abstract
- Key words
- main document (includes references)

Manuscripts may have the following components:

- figures
- tables
- supplementary file (only used if no other file category fits)

Cover Letter. The cover letter should simply address the editor noting the title and authors and indicating that the submission is an original manuscript which has not been published or submitted for publication in whole or part to any other publishing source. If data are reported, authors should indicate that the work complied with relevant ethical standards for human subjects protections.

Title Page. The title page should include:

- title
- running header
- author information
- acknowledgements

Title. The title should be succinct and clear and accurately reflect the topic of the manuscript.

Running header. This is an abbreviated wording of the title and should be no longer than four or five words.

Author information. For *each* author include: (a) name; (b) degrees and certifications; (c) title or position, institution, and location; and (d) e-mail address. Indicate to whom correspondence should be sent with full address, phone and fax numbers of that individual. If the corresponding author is unavailable for periods of time in usual work location, please note periods of absence and alternative contact information.

Acknowledgements. If desired, provide a very brief statement of acknowledgement such

as funding source and grant number.

Abstract. The abstract should accurately reflect the topic of the manuscript. It should be no longer than 150 words. An abstract is not required for invited manuscripts or letters to the editor, but the author should note “N/A” per instructions for online submissions.

Main Document (Text). The main document should include: (a) title; (b) text of the manuscript; and (c) references. Manuscripts are more likely to be accepted for publication if they are written in clear, concise, and logical organization and flow of content.

Manuscripts must not exceed 35 pages, including text, references, tables, images, and figures. Essays may be no more than 15 pages, including text, references, tables, images, and figures. The author is responsible for compliance with the most recent published APA format and for the accuracy of all information, including citations and verification of all references with citations in the text. Spelling must be in American or British English.

To maintain author anonymity, do not include any identifying information in the manuscript text. If you cite your works, list them as “Author, YYYY” in the text and the reference list.

AJE requests that authors use gender-neutral text unless directly quoting another author who does not use gender-neutral language or unless the context of the manuscript appropriately calls for a specific gender.

The following are specific guidelines for each type of manuscripts submitted:

Research. Manuscripts should be written in a format consistent with the design of the research. A wide variety of forms of inquiries are acceptable. All research manuscripts should include a clear and concise summary of the purpose and aims of the research, background and significance including relevant literature, theoretical framework or orientation, the design, the participants, data collection and analysis processes and procedures, ethical protections, credibility and legitimacy issues and approaches, findings, and implications of findings.

Theory/concept/method Development. Manuscripts that address conceptual and theoretical development are critical to the advancement of knowledge. A format should be used that reflects the purpose of the manuscript and should include a review of relevant literature upon which the work builds and implications for research, practice, and theory development. Priority for publication will be given to manuscripts that provide an in-depth analysis of existing concepts and theories, propose extensions or alternative concepts and theories based on critical analysis, and/or address comparative analyses of different related concepts and theories.

Critical Literature Review. Manuscripts that provide a systematic and rigorous analysis

and evaluation of current literature are welcome. The format for such manuscripts should include the focus of the review; scope of and rationale for the literature selected; detailed description of the analysis and evaluation criteria and processes used; significant findings, issues, and gaps identified; and implications for research, practice, and knowledge development. Priority for publication will be given to manuscripts that have highest potential for expanding knowledge regarding topics of concern to evaluators.

Practice. Manuscripts should address issues and concerns critical to evaluation practice. Focus on extension of current practice knowledge or innovations in practice knowledge are welcomed. Manuscripts should be written in a style that would appeal to practitioners providing a clear description of the focus, programs and contextual conditions addressed, overview of relevant literature and current state of practice knowledge, detailed description of approaches and strategies and how they are applied, evaluation of practice, and implications for evaluation theory, research, and practice.

History. Manuscripts should address critical events and individuals of historical significance to the development of modern evaluation theory, method, and practice. Manuscript should include a clear summary of the significance of the event, history or person for evaluation.

Teaching. Manuscripts should address issues and concerns critical to advancing teaching of evaluation. Educating practitioners, students, and policy makers are within the scope of this emphasis area. Manuscripts should be written in style that would appeal to evaluation educators providing a clear description of the focus, types of students and teaching situations addressed, overview of relevant literature related to the educational approach or issue, detailed description of educational processes, approaches, and practices, evaluation of educational processes, approaches, and practices, and implications for teaching.

Essays. Essays should provide a systematic and logical analysis of a topic of debate in the field. Essays should include a thesis statement, in-depth critical analysis of the issue, and extend current thinking on the issue under consideration.

References. The authors are responsible for the accuracy of references. The list of references should include only those that are important to the text and should not be long lists that consume space unnecessarily. References should be the most current available on the topic. It is the responsibility of the author to insure the accuracy of *all* components of a reference (name(s) of author(s); date of publication; title of work; title of journal, book, or other source; location of publisher; publisher; and relevant pages). All citations in the text must be listed in the references, and all references should be cited in the text. Reference citations in the text and the references list should be prepared consistent with the *Publication Manual of the American Psychological Association* (5th ed.). As noted previously, if you cite your own works, list them as “Author, YYYY” in the citation and the reference list in order to maintain your anonymity.

Figures. Figures are diagrams, graphs, charts, or any form of line art, as well as photography or other grayscale images. Figures are acceptable in TIFF, EPS, JPEG, PDF,

or AI file formats. Initial submitted figures should be of high enough quality to be read on-screen or in printouts by reviewers. Figures should be numbered and their placement should be listed within the text. Final figures for accepted manuscripts should be sent in camera-ready form. Electronic line-art-type figures should be of at least 1200 dpi resolution, and electronic photo or grayscale figures should be of at least 300 dpi resolution; all figures should be at least 3.3 inches wide (for one-column width) or 6.8 inches wide (for two-column width) when printed. Preparation of all figures should be consistent with *Publication Manual of the American Psychological Association* (5th ed.). Color figures accepted for publication require an expense by the author. There is no cost for black-and-white figures.

Tables. Tables should be typed, double-spaced, one to a page, and numbered. Their placement should be listed within the text. Tables must be uploaded in either Microsoft Word or Excel. Preparation of tables should be consistent with *Publication Manual of the American Psychological Association* (5th ed.). Tables with any form of color accepted for publication require an expense by the author. There is no cost for black-and-white text tables.

Submission of Letters to the Editor

We seek letters to the editor as a way of promoting dialogue, discourse, and alternative perspectives to the articles published in *AJE*. Letters to the editor should be submitted through the [Author Center](#). The author should select the type of manuscript ?Letter to Editor? and follow the directions provided. Letter may be no more than 1,000 words in length and contain no more than 10 references. In the abstract field, please insert "N/A" as an abstract is not required.