

Published in association with the Division on Research. *The Journal of Special Education* (JSE), a multidisciplinary publication, presents primary research and scholarly reviews related to special education. Information concerning types of articles appropriate for submission to JSE, acceptance criteria used to select manuscripts for publication, and details concerning manuscript preparation, submission, and other aspects of the publication process follows. Published quarterly.

Types of Manuscripts

Reports of research and scholarly reviews are appropriate for submission to JSE.

Reports of empirical research are descriptions of research studies that include students with disabilities or remedial education students, their teachers and other service providers, and/or parents. These studies must have clear, important implications for special education research and practice. JSE considers research representing diverse methodologies, including group design, single-subject research, and ethnographic studies. The major criteria for publication are quality of design, implementation, and writing, as well as importance to the field. Tables and figures should be used judiciously. *Length: 15–25* typewritten, double-spaced pages, including references, tables, figures, and a 75- to 120-word abstract.

Scholarly reviews are focused syntheses that integrate extant research bases that are important to the improvement of the practice of special and remedial education. These summaries can be qualitative or quantitative representations of what is known in a body of knowledge. *Length: 20–30* typewritten, double-spaced pages, including references, tables, figures, and a 75- to 120-word abstract.

Acceptance Criteria

Manuscripts initially are assigned to one coeditor and screened for (a) appropriateness of content for JSE (see description above), (b) adherence to guidelines specified in the *APA Publication Manual*, (c) readability of text, and (d) explicit statement of implications for the practice of special education. If these criteria are met, the manuscript is reviewed by two or three evaluators with documented expertise in the content area addressed and/or in the methodology employed in the article. When reviews are returned, the coeditor assigned to the article considers reviewers' comments, independently evaluates the manuscript, and makes an editorial decision to reject, request a revision with the stipulation of further peer review, request a revision subject to review by the coeditor, or accept as is. Authors receive copies of reviewers' comments that preserve reviewers' anonymity. Reviewers are informed of the final disposition of the article and receive all reviewers' comments, which maintain the authors' and reviewers' anonymity.

Manuscript Preparation

Guidelines specified in the *Publication Manual of the American Psychological Association* (6th edition, 2010) should be followed. Pay particular attention to the sections concerning guidelines for nonsexist language, avoiding ethnic bias, and disabilities. **NOTE. AUTHORS FOR WHOM ENGLISH IS A SECOND LANGUAGE:** It is highly recommended to have a colleague or copyeditor who is fluent in English review the manuscript before submission.

General

1. Authors must submit a **SEPARATE TITLE PAGE FILE** with (1) article title; (2) first name, middle initial, and last name of each author, with highest academic degrees; (3) names of institutions to which each author is affiliated, along with complete addresses AND e-mail addresses; and (4) any acknowledgments, financial disclosure information, author notes, and/or other text that could identify the authors to reviewers.

2. **Format:** 8½ × 11 in. document; 1-in. margins; double spacing, left alignment, Times New Roman 12-pt. type. Include title and abstract.
3. **Heads:** Do not use small capital letters.
4. Place figures in separate files. Tables may appear at end of main text file. Use Word's table functions. Tables/figures must be cited in text.
5. Use tab key and centering functions for head alignment, paragraph indents, etc. **DO NOT USE THE SPACE BAR.**
6. Use endnotes sparingly. Number with Arabic numerals starting with 1 and continuing through the article. **Example:** (see Note 1). NO footnotes.

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Log in, or click the "Register Here" option if you are a first-time user. Once logged in, click on Author Center. Have the following available before starting submission: manuscript files, including separate title page; all coauthors' full names and e-mail addresses; # of figures, # of tables, # of manuscript pages. Click the "Submit a Manuscript" link and follow the submission steps. A guide is available on the main page under "Resources," User Tutorials.

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