

Manuscript Submission Guidelines

The *Journal of Adult Education* is a refereed journal intended to serve as a voice for the translation of theory into practice for the membership of the Mountain Plains Adult Education Association (MPAEA). Authors are encouraged to submit clearly written research articles, technique manuscripts, and book reviews which have the potential of stimulating thought, discussion, and inquiry. The criteria for evaluating manuscripts will be based upon: (a) potential contribution to the improvement and/or understanding of practice, (b) clarity of purpose, (c) logical relationship to conceptual base, (d) writing style, (e) general scholarship, (f) strength of conclusions, (g) implications for practice, and (h) adherence to submission guidelines.

Article Categories

Journal of Adult Education accepts submissions in the following categories:

Research Articles. Discuss concepts, theories, and research findings of particular interest and significance to adult education professionals. Maximum length: 3,500 words including abstract, figures, and references.

Technique Articles. Describe examples of innovative practice and procedures in relationship to recognized principles of adult education research and practice. Maximum length: 1,000 words including abstract, figures, and references.

Book Reviews. Describe the content of a book, evaluate the book's success in accomplishing the intended purpose, and give a recommendation based on the book's relevance and benefits to adult education professionals. Maximum length: 1,000 words. Do not include an abstract.

Formatting and Submission Guidelines

Original manuscripts should be organized and submitted in accordance with the following items:

- 1. Title Page.** The title page should include the following: (a) the title of the manuscript; (b) the full names of authors, institutional affiliations, and positions of the authors; and (c) a warrant statement as follows:

I hereby confirm the assignment of first publication rights only in and to the manuscript named above in all forms and media to Mountain Plains Adult Education Association (MPAEA) effective if and when it is accepted for publication by the *Journal of Adult Education* editorial board. I warrant that my manuscript is original work and has not been accepted for publication by another periodical. I further warrant that my work (including tables, figures, photographs, and other illustrative material) does not infringe upon any copyright or statutory rights of others, does not contain libelous statements, and that editorial board members, staff, and officers of MPAEA are indemnified against all costs, expenses, and damages arriving from my breach of the foregoing in regard to this

manuscript. I acknowledge that the *Journal of Adult Education* is relying on this statement in any publishing of the manuscript's information. Finally, I acknowledge that articles printed in the *Journal of Adult Education* become the property of the MPAEA and that permission must be granted for reprinting articles.

- 2. First Page of Text.** Do not include your name or affiliation on the first page of text or on any subsequent page.

Research articles and technique manuscripts. The first page of the text should (a) repeat the manuscript title and (b) include an abstract of no more than 100 words that summarizes the manuscripts purpose, methods, and conclusions.

Book reviews. The first page of the text should include the book's bibliographic information (i.e., title, author, publisher, place and date of publication, number of pages, and price) immediately followed by the book review.

- 3. Formatting.** Manuscripts should be double-spaced with 1 inch margins. All manuscripts must conform to the American Psychological Association (APA) style requirements. For rules governing references and style consult the American Psychological Association, *Publication Manual of the American Psychological Association* (Fifth Edition).
- 4. Graphics.** Only include tables, figures, and/or graphics for **crucial** information that is directly related to the content of your manuscript (see Section 3.62 of the *APA Publication Manual*). Place each table, figure, or graphic on a separate page at the end of the manuscript. All tables, figures, or graphics must not exceed 4.5" wide by 6" long. Indicate placement of figures and tables in the text (e.g., Insert Table 1 here).
- 5. Submission.** Manuscripts **must** be submitted electronically. Manuscripts may be send as either a Word Perfect, Microsoft Word, or Adobe PDF file. The file should be attached to an e-mail and sent to kolorita@isu.edu The subject line of the e-mail should read "Journal of Adult Education Submission..."

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