

Guidelines for Authors

Journal of Adult Education



The *Journal of Adult Education* is a refereed journal intended to service as a voice for the translation of theory into practice. Mountain Plains Adult Education Association (MPAEA) is a professional association dedicated to the application of theory to practice in the learning-teaching transaction for adults. 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. Address 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 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; (c) contact information including address, email, and phone number; (d) provide a brief statement (one or two sentences) of the institutional affiliation or other important facts about each author.
- 2. Acknowledged Acceptance of Warrant Statement**

Provide a statement that you accept the following warrant statement:

I hereby confirm the assignment of first publication rights only in and to the manuscript named above for the Information Series in all forms and media to MPAEA effective if and when it is accepted for publication by the MPAEA *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 MPAEA *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 Information Series of the MPAEA *Journal of Adult Education* become the property of the MPAEA and that permission must be granted for reprinting articles.

- 3. 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.

4. Clarity of Writing

Issues of the Information Series are designed to be readable and practical. Authors should synthesize research findings and discuss the implications rather than present extensive raw data or engage in abstract speculations. The special-edition-editor and editors of the *Journal of Adult Education* will edit the articles as needed to ensure that the material is presented clearly and concisely. As a general guide, each article should seek to contain (1) an overview of the current state of knowledge on the topic; (2) theoretical discussion of principal concepts and issues related to the topic; (3) research-based analyses of major problems related to the problem; (4) specific examples or cases of how practitioners are applying new knowledge in this area in order to address these problems; (5) concrete suggestions for action on the basis of the preceding discussion, research, and experience; and (6) a summary that synthesizes the material in the article, offers conclusions and recommendations, and presents ideas for application to practice.

5. Writing Style

The Information Series is intended to help practitioners translate theory to practice and to improve practice in a specific area. Therefore, your writing must be as clear as possible. Pay particular attention to the following:

- **Avoid jargon.** Use common descriptive language instead of specialized terms that apply

- to one specific field. Explain technical terms in nontechnical language.
- **Use the active voice.** Focus on what is being done and what practitioners can do with the ideas in your article. Do not use the word “subjects” to refer to those who participated in a research study; instead, use words that describe how they participated in the study. As Freire has pointed out, the term “subjects” has negative connotations when applied to people.
 - **Use examples.** Illustrate abstract theoretical ideas with specific examples.
 - **Minimize technical information.** Do not include graphs or statistical tables unless absolutely necessary. Emphasize the interpretation rather than the reporting of data.
 - **Avoid biased language.** Vary references to race and gender in examples and avoid stereotypical descriptions. Avoid gender-specific language. Do not use “s/he”; instead use good writing to avoid this. Often the use of plurals will allow you to avoid this situation.
 - **Foreign abbreviations.** Use Latin abbreviations only in parenthetical material; in non-parenthetical material, use the English translation of the Latin term.
 - **Colloquialisms and contractions.** Avoid slang and contractions unless they are contained in quotations or examples containing dialogue.
 - **References to people.** Omit titles and degrees of individuals in the text. Do not use nicknames.
 - **Lists.** Use lists only for important points. Minimize the use of bullets and set-off lists. Short lists should be run into the text.
 - **Notes.** Avoid the use of footnotes and endnotes.
 - **Style.** Use the American Psychological Association (APA) style guidelines. For rules governing references and style consult the American Psychological Association, *Publication Manual of the American Psychological Association*. There have been several editions of this manual lately due to minor changes. Format your article with your understanding of APA style, and the editors will be responsible for consistency of the style across all of the articles in the issue.

6. Manuscript Preparation

The final copy of your article must be submitted electronically to the special-issue-editor. Consult with the special-issue-editor to determine if the materials due on each of the three due dates must also be submitted on hard copy. Your article must have the following format:

- Use Courier New font at 12 characters per inch throughout your article. Do not change font or font size within the manuscript. Do not use any other font.
- Margins on all sides should be 1 inch.
- Use left justification; this has a ragged right margin.
- Automatic hyphenation, formatting, and editing tools should be off.
- Do not use automatic paragraph indentation. Each new paragraph should be started with a tab. Do not leave any extra space between paragraphs.
- Double-space everything in the manuscript, including quotations, tables, and the reference section.
- Eliminate all extra formatting and codes, such as tab settings, font changes, margin changes, preformatted styles, and fields.

- When submitting hard copy, use 8.5-by-11-inch paper and print on one side only.
- Name your file for your article with your name. The file must be in one of the following: (1) a Word Perfect file (.wpd), (2) a Word file (.doc), (3) a standard text file (.txt), or (4) Rich Text Format (.rtf).
- Keep backup copies of your files.

7. Headings

Use headings as appropriate to outline the structure of your article. Use first-level headings (centered and bold) for the major themes. For subsections, use second-level headings (flush-left and bold). Rarely, you may find it necessary to use third-level headings (indented, bold paragraph heading ending with a period). Headings should be separated by text; avoid stacking heads next to each other.

8. Tables

Tables present data in tabular form (rows and columns). The following guidelines should be strictly observed when using tables in your article:

- Discuss the tables in the text. As the APA Manual (2001) points out, “an informative table supplements—instead of duplicates—the text. In the text, refer to every table and tell the reader what to look for. Discuss only the highlights; if you discuss every item of the table, the table is unnecessary” (p. 154).
- Give every table a brief but clear and explanatory title (p. 155).
- Place the table in the text immediately after the paragraph in which it was mentioned.
- All tables must be in text form; that is, they cannot be images copied into you file. They must be in text form that can be edited for final typesetting.
- Be judicious in your use of tables. Limit them to only those that are absolutely necessary to illustrate or amplify the text rather than those that duplicate information already in the text. The meaning of each table should be clear and readily discernible to a typical practitioner in the field.
- Realize that tables that are not absolutely necessary to the clarity of the article may be omitted or edited as necessary.

9. Figures

Figures present information graphically, such as in drawings, graphs, or charts. Provide figures in a separate electronic file.

- All figures must be provided in a high quality JPEG (.jpg) file. (The name "JPEG" stands for Joint Photographic Experts Group, the name of the committee that created the standard.)
- All fonts in the figure must be in Times New Roman font.
- Provide a figure title and number. These should not be included in the JPEG image. They must be separate so that the editors can edit them if necessary and insert them in the proper place.
- Make sure the figure is referred to in the text.

- List the source if the figure is reproduced or adapted from another work, and provide a letter of permission to reprint if necessary.
- Be judicious in your use of figures. Limit them to only those that are absolutely necessary to illustrate or amplify the text rather than those that duplicate information already in the text. The meaning of each figure should be crystal clear and readily discernible to a typical practitioner in the field.
- Realize that figures that are not absolutely necessary to the clarity of the article may be omitted or that you may be requested to edit or re-render the figure.

10. Text Citations

Use the APA format of author, date, page for citations. Whenever possible, include the exact location of the material with page numbers or article location. All direct quotes must be fully referenced. Avoid excessively long quotes.

11. References

Provide a double-spaced, alphabetized list of all references cited in the text using the APA format.

Submission

Manuscripts must be submitted electronically. Manuscripts may be sent as a Microsoft Word or Adobe PDF file. The file should be attached to an e-mail and sent to karen.kaminski@colostate.edu. The subject line of the e-mail should read “**Journal of Adult Education Submission**”.

Review Process

Manuscripts must survive a two-level blind review and meet standards for both content and style before they are published. This includes the review by professionals in the field and by one of the following: the editors of the *Journal of Adult Education* or the blind review by editorial board members.

Editor

Karen Kaminski, Ph.D.

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