AUTHOR GUIDELINES

What kinds of manuscripts may be submitted to Art Education?
Manuscripts should deal with topics of professional interest to a diverse audience of art educators. Research reports should be submitted to journals such as Studies in Art Education. How-to ideas should be submitted to other appropriate journals.

How should a manuscript be prepared?
In general, manuscripts should be prepared in accordance with the guidelines in the Publication Manual of the American Psychological Association, 5th edition:

• All textual materials must be typed double-spaced with ample margins and numbered pages.
• Type text flush left with quadruple spacing between paragraphs. Do not indent.
• Do not use hyphens to break a word at the end of a line; let the word wrap to the next line.
• Underline all type that should be in italics.
• Bold all copy that should be emphasized.
• Text for footnotes should be placed at end of the article, following the References section.
• Text for illustration captions should follow the References and Footnotes sections.

The title should appear on the first page of the text. Include a page with the author’s name, position or title, address, e-mail address, telephone numbers, and a word count for the text of the manuscript. Page numbers and a running header are helpful. If possible, also include photocopies of photographs for review purposes. Submit three copies of the manuscript. Also include a cover letter stating that the manuscript is neither currently under review nor previously published in other journals.

How long should a manuscript be?
Manuscripts for articles should be close to 3,000 words. Manuscripts for the Instructional Resources section should be approximately 2,750 words. Submissions that vary significantly from these limits will be returned without review.

When should manuscripts be submitted?
Manuscripts are welcome at any time. The review process begins shortly after a submission is received. Manuscripts sent to Art Education must be neither published in nor under review for other journals.

What writing style should authors use?
Write in a precise and straightforward manner. Avoid passive constructions. A conversational tone is conducive for reading.

What about quotations and references?
Avoid excessive use of quotations. Use quotations only when paraphrasing fails to convey another author’s meaning. Be sure that all quotations and citations in your manuscript are correctly referenced in the References section. If you wish to include a list of publications not cited in your article, list them in a Resources section at the end of the article.

What about pictures?
Photographs that enhance the text are welcome. Other than Polaroid pictures, almost any type of photograph or slide is acceptable. Disks for digital images should be labeled with the appropriate application and author’s name. Include fonts with Encapsulated Postscript (EPS) files. Provide a laser print for each digital image.

Digital images for article manuscripts must be the equivalent of 300 dpi (color or b/w) and should measure about 4”x6”. Digital images for Instructional Resource must be 300 dpi and about 8”x10”. Preferably, images for Instructional Resources should be submitted to NAEA for scanning by the magazine’s printer.
Only one set of photographs is necessary. (Include photocopies of the images with each of the three manuscripts for review.) Release forms must accompany each photograph. Use a standard form, as provided by schools or museums, or contact the editorial assistant or publications office at NAEA.

Photographs relating to art education topics may be submitted without accompanying text for possible use in Association publications. Send them to the Art Education production assistant, National Art Education Association, 1916 Association Drive, Reston, VA 22091. Credit will be given for any photographs used. Images used for publication are not returned unless specifically requested.

**Where should the manuscript be sent?**
Send manuscripts, cover letter, and images to: B. Stephen Carpenter, II, Department of Art Education, Virginia Commonwealth University, Department of Art Education, P.O. Box 843084, Richmond, Virginia 23284, USA.

**What happens next?**
The editorial assistant inspects all submissions. Manuscripts of appropriate length are then sent for review to members of the editorial board or review panel. At that point, the author receives notification that the review process has begun. Because Art Education receives hundreds of manuscripts each year, the review process may take 12 weeks or longer. After the reviews have been returned, the editor contacts the author. (Only one co-author is notified and is responsible for conveying the information to all other authors of the manuscript.) Virtually every manuscript considered for publication requires revisions and further editing. Some manuscripts must undergo a second review.

**How will the manuscript be edited?**
The editor and reviewers edit the manuscript. Suggested modifications may be required for publication such as condensing the article, deleting paragraphs, adding material, making stylistic changes, or changing the title. The intent of this process is to publish articles that convey ideas in the clearest, most effective manner.

**Why is a manuscript rejected?**
More manuscripts are submitted to Art Education than can be published in the journal. Some rejected manuscripts are poorly written, or they address topics that are dated or of limited interest. Manuscripts that are commercial or self-promotional are also rejected. Other manuscripts may be rejected because their topics have received adequate coverage or they fail to complement the editorial agenda of the Association. Position papers and articles written in a scholarly style about pedagogy should be submitted to Studies in Art Education. Manuscripts that are not accepted for publication will be returned upon request.

**If accepted, when will a manuscript be published?**
It may be many months before an accepted manuscript appears in print. The publication process typically takes four months, and the editor holds manuscripts for appropriate topical groupings in issues. Authors receive notification when their manuscripts are sent to Reston for publication.

**What about galley proofs?**
Galley proofs are sent to the author for proofreading. The only changes that can be accommodated at this stage are corrections to typographical errors or the insertion of missing text. The author, editor, and editorial staff all read the galley proofs to ensure accurate publication.

**What about copyright?**
The National Art Education Association (NAEA) copyrights the journal. Unless other arrangements are made in advance of publication, NAEA controls future rights to each article. It is NAEA policy not to grant permission for commercial use without author consent. Generally, authors may reprint their articles in other publications after a formal request is made through the NAEA office.

**What about other requests?**
Send questions about the content and form of manuscripts, the editorial review process, or other editorial matters to the editor.