STYLE SHEET & GUIDELINES FOR MANUSCRIPT PREPARATION

Literacy Research: Theory, Method, and Practice (LR: TMP) reports contemporary research and theory in literacy and literacy education reflecting the content of the Literacy Research Association Annual Meeting. *LR: TMP* includes refereed articles by both emerging scholars and more established researchers. Presenters at the Annual Meeting of the LRA Conference are invited to submit articles based on their presentations for possible inclusion in *LR: TMP.*

LR: TMP is a refereed publication; acceptance of papers by the program committee does not guarantee publication. Only manuscripts that were presented at the 2016 Annual Meeting and not under consideration for publication through another outlet will be considered for *LR: TMP*.

All manuscripts will be managed electronically. Following requirements for formatting and labeling your manuscript and preparing your submission according to requirements for length, margins, and font size requirements is important. *We strongly request manuscripts be no more than 6500 words **including** abstract, references, tables and figures* using a 12-point Times New Roman font with 1-inch margins. **All submissions must be made electronically.**

THE MANUSCRIPT MUST BE UPLOADED TO SCHOLARONE website BY FEBRUARY 3, 2017, 11:59 PM PST.

FEBRUARY 3, 2017
MANUSCRIPT PREPARATION CHECKLIST

- ✓ Manuscripts 6500 words or fewer **including** abstracts (250 words), references, figures, and tables
- ✓ Submit figures and tables as separate documents
- ✓ Include 4-5 keywords for your manuscript
- ✓ APA guidelines (6th ed.)
- ✓ A blinded MS Word document should be uploaded to
- ✓ ScholarOne (http://mc.manuscriptcentral.com/lrtmp)

REVIEW PROCESS

The editors will acknowledge receipt of manuscripts. After preliminary editorial review, three reviewers with expertise in the subject area will evaluate each manuscript. All manuscripts will receive blind review. Authors are cautioned to report their research in ways that will not provide unnecessary clues to their identities. References to the author's work can be inserted upon acceptance. Manuscripts will be evaluated and selected for inclusion in *LR: TMP* based on the following criteria:

- significance of topic and findings
- adequacy of design and analysis
- clarity of presentation
- timeliness and relevancy
- contribution to the field
- appropriateness in terms of style and format

Authors will receive reviews and notification of the editors' final decision.

Manuscript Preparation

1. Follow APA style (6th edition) when preparing the text, reference list, tables, and figures. The *Publication Manual of the American Psychological Association* (6th ed.) is available from the American Psychological Association (1200 17th Street N. W., Washington, DC 20036). Please pay particular attention to APA guidelines for headings, references, and construction of tables and figures.

2. Content and clarity of communication are critical considerations for acceptance.

3. *LR: TMP* rarely publishes endnotes or footnotes. Please incorporate this information into the text.

4. To meet length specifications, consider the following:

   a) Eliminate nonessential words and phrases. Removing unnecessary prepositions, articles, and superfluous phrases often reduces an article by one to three pages.

   b) Use tables and figures only when absolutely necessary, as these items can add considerably to the length of the manuscript. Tables, figures, and images should be included only when they increase clarity. Information in tables/figures/images should not be repeated in the narrative. Authors must select tables/figures/images to be half or full page, although the final decision will be made by Sage based upon the quality of the tables/figures/images. Each table/figure/image included in the manuscript will be included in the word count (1 page image = 380 words; 1/2 page image = 190 words).

   c) Authors should include an abstract up to 250 words. The abstract word count is included in the total 6500 word count.

   d) **Figures should be uploaded as separate files according to the following guidelines below**.

      o **Format—**TIFF, JPEG, PDF: Common format for pictures (containing no text or graphs). EPS: Preferred format for graphs and line art (retains quality when enlarging/zooming in). MS Office files (Word, Powerpoint, Excel) are also accepted.

      o **Resolution—**Rasterized based files (i.e. with .tiff or .jpeg extension) require a resolution of at least **300 dpi** (dots per inch). Line art should be supplied with a minimum resolution of **800 dpi**.

      o **Color—**Please note that images supplied in color will be published in color online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white as well (i.e. by using color with a distinctive pattern or dotted lines). The captions should reflect this by **not** using words indicating color.

5. Submit the manuscript electronically. **Confirmation of manuscript receipt will be sent to the contact person. If confirmation notice is not received, please contact lrtmp@missouri.edu with "Confirmation Request" in the subject line.**

6. Name the file with the title of the article, not the author(s) names to ensure blind review. Please consult the APA guide (6th edition) for information about blinding manuscripts both in the body of the manuscript and reference list. Submit the blinded MS Word manuscript electronically on ScholarOne website.

7. Include 4-5 keywords. These keywords will appear beneath the article abstract in the publication.

8. Failure to comply with these guidelines or failure to meet deadlines may result in refusal to review or rejection of the manuscript.