

Middle School Journal

SUBMISSION GUIDELINES

Middle School Journal, a refereed journal, is an official publication of the Association for Middle Level Education (AMLE). *Middle School Journal* has a circulation of more than 22,000 and is published five times per year. The *Journal* publishes articles that promote middle level education and contribute to an understanding of the educational and developmental needs of youth between the ages of 10 and 15. Articles submitted should specifically relate to the theory and practice of middle level education and should speak directly to practitioners in the field.

Authors must reference and integrate at least one of the 16 characteristics of successful schools for young adolescents, as discussed in the most recent version of *This We Believe*. The *Journal* seeks reports of successful programs, descriptions of effective teaching and learning experiences and techniques, thought-provoking essays, and application of research. Articles accepted for publication offer clear benefits for the education of young adolescents.

Middle School Journal considers for publications articles that have not been previously published and are not under review by any other publication. Manuscripts that do not meet the submission requirements will be returned to the author.

Submission Requirements

Length

Manuscripts, including references, should be in the range of 10 to 20 double-spaced pages. Tables, charts, and figures should be kept to a minimum and placed at the end of the text.

Format & Style

Authors should give special attention in their lead paragraphs to drawing potential readers into the manuscript. The main idea or stance of the article should be apparent in the first few paragraphs, along with its application or relevance to readers. For matters of style, authors should follow the guidelines of the *Publication Manual of the American Psychological Association* (Sixth Edition).

All text should be double-spaced with 1½" wide margins. The editors strongly encourage the use of subheads to increase readability.

References should be cited parenthetically in the text by author surname(s) and year, in accordance with *APA Publication Manual* (6th ed.) guidelines:

1 author	(Smith, 2010)
2 authors	(Smith & Jones, 2010)
3 to 5 authors	(Smith, Jones, & Smythe, 2010) first mention; (Smith et al., 2010) thereafter
6 or more authors	(Smith et al., 2010)

When available, page numbers should be included in citations of direct quotations (e.g., (Smith, 2010, p. 25)).

Middle School Journal Submission Guidelines

References should be listed in a separate section at the end of the main text. All references in the list should be ordered alphabetically by the first author's surname. If more than seven individuals authored a resource, the reference entry documenting the resource should list the first six authors and the final author with an ellipsis inserted between them (e.g., Smith, A., Jones, B., Smythe, C., Jonesy, D., Smitty, E., Jonesi, F., ... Junes, J.).

Examples of common reference types appear below.

Journal article	Taylor, J., & Ogilvie, B. C. (1994). A conceptual model of adaptation to retirement among athletes: A meta-analysis. <i>Journal of Applied Sport Psychology</i> , 6(1), 1–20. doi:10.1080/10413209408406462
Book	Duke, J. A. (2001). <i>Handbook of phytochemical constituents of GRAS herbs and other economic plants</i> . Boca Raton, FL: CRC Press.
Book with titled volume and edition	Bowlby, J. (1982). <i>Attachment and loss: Vol. 3. Loss: Sadness and depression</i> (3rd ed.). New York, NY: Basic Books.
Edited book chapter	Gordon, S. & Lavallee, D. (2001). Career transitions in competitive sport. In T. Morris & J. Summers (Eds.), <i>Sport psychology: Theory, applications and issues</i> (2nd ed., pp. 584–610). Brisbane, Australia: Wiley.
Edited book chapter with volume and edition	Gordon, S. (1995). Career transitions in competitive sport. In T. Morris & J. Summers (Eds.), <i>Sport psychology: Theory, applications and issues</i> (pp. 474–493). Milton, Australia: Wiley.
Online/Website	United States Census Bureau. (2014). <i>American housing survey: 2013 detailed tables</i> . Retrieved from http://www.census.gov/newsroom/press-releases/2014/cb14-tps78.html
Dissertation/Thesis	Allison, N. (1981). <i>Bacterial degradation of halogenated aliphatic acids</i> (Doctoral dissertation). Trent Polytechnic, Nottingham, UK.
Conference presentation	Alfermann, D., & Gross, A. (1997, January). <i>Coping with career termination: It all depends on freedom of choice</i> . Paper presented at the 9th Annual World Congress on Sport Psychology, Netanya, Israel.
Paper/Report	Grigg, W., Moran, R., & Kuang, M. (2010). <i>National Indian education study</i> (NCES 2010-462). Washington DC: National Center for Education Statistics.
Newspaper	Protzman, F. (1989, November 10). Clamor in the East: East Berliners explore land long forbidden. <i>New York Times</i> , pp. A1, A14.
Patent	Pfeifer, A., Muhs, A., Pihlgren, M., Adolfsson, O., & Van Leuven, F. (2017). <i>U.S. Patent No. 9,657,091</i> . Washington, DC: U.S. Patent and Trademark Office.
Computer software with developer	Noguera, J., & C. Cumby. (2017). <i>SigmaXL (Version 8.0)</i> [Computer software]. Kitchener, Ontario, Canada: SigmaXL, Inc.
Computer software without developer	SPSS Amos (Version 22.0) [Computer software]. (2013). Armonk, NY: IBM.
Film	Schaefer, G. (Producer), & Welles, O. (Producer & Director). (1941). <i>Citizen Kane</i> [Motion picture]. USA: RKO.
Television episode (recorded)	Serling, R. (Writer), & Hayes, D. (Director). (1960, November 11). <i>Eye of the beholder</i> [Television series episode]. In B. Houghton (Producer), <i>The Twilight Zone</i> . Culver City, CA: Cayuga Productions.
Song (album recording)	Cohen, L. & Robinson, S. (1988). <i>Everybody knows</i> [Recorded by L. Cohen]. On <i>I'm your man</i> [CD]. New York, NY: Columbia.

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Submission Process

Submitting a Manuscript

To submit a manuscript, go to <http://www.editorialmanager.com/msj>

Please register as an author and fill out the required information. You will upload, as separate documents, your cover letter addressed to Editors Joanne Previts and Dan Bauer, title page, manuscript, and any figures and images directly to the site. **Please do not include any identifying information in your manuscript document or in the document file name.** You will receive an automated e-mail acknowledgement of successful submission. Manuscripts that do not meet submission requirements will be returned to the author via the Editorial Manager System.

Review Process

Manuscripts are initially reviewed by the editors. Each manuscript is given a careful reading. Manuscripts that meet the *Journal's* guidelines are forwarded to three members of a panel of reviewers who are practicing professionals in all phases of middle level education. Author identities are kept confidential. The lead author is notified of this action by letter. A decision regarding publication will be reached within four months of the date the manuscript is sent out for review. This decision is communicated to the lead author. Often, authors are encouraged to resubmit the manuscript in a revised format; on occasion authors may be encouraged to submit manuscripts to an affiliate publication. If the manuscript is accepted for publication, you will be asked to download and complete a copyright assignment form. Articles will not be published until a signed copyright assignment form is received.

Editing

Middle School Journal reserves the right to edit manuscripts to improve clarity, to conform to style, and to fit available space.

Advice for Contributors

Contributors should be aware of some additional points that influence a positive review at each level. Authors should avoid the following:

- Generalities
- Excessive adjectives
- Personal asides
- Passive verbs and constructions
- Academic jargon
- References to "I," "we," "this author," or "the authors"

Manuscript references must be in correct APA format. Please consult the *Publication Manual of the American Psychological Association* (Sixth Edition). The Journal will not consider manuscripts that are currently under review by another publication or have been previously published. If accepted, authors must sign a statement that transfers copyright to the Association for Middle Level Education. Based on reviewer comments, the following is a partial list of reasons for the rejection of manuscripts:

- The manuscript relates a personal, not a professional experience.
- The subject is so overly specialized it would appeal only to a small segment of readers.
- The subject is so generalized it does not consider the unique developmental needs and/or attributes of young adolescents.
- The material in the manuscript is neither timely nor new in its insights.
- The manuscript is largely in list format.
- The manuscript is a research report rather than an interpretation or application of research.
- The manuscript promotes a person or commercially available product.

If you have questions regarding submissions or would like to submit a letter to the editors, please contact Dr. Kathleen Brinegar, Dr. Lisa Harrison, and Dr. Ellis Hurd at msjeditors@gmail.com.