

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 will be published five times during 2015-2016: October, January, April, September, and November. Thereafter, it will be published five times per calendar 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.

When citing *This We Believe*, use the following formats:

Reference List:

National Middle School Association. (2010). *This we believe: Keys to educating young adolescents*. Westerville, OH: Author.

First citation in text:

The Association for Middle Level Education (formerly National Middle School Association) (NMSA, 2010)

Subsequent citations in text: NMSA (2010)

Parenthetical format, first citation: (National Middle School Association [NMSA], 2010)

Parenthetical format, subsequent citations: (NMSA, 2010)

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. Joanne Previts and Dr. Dan Bauer at msjeditors@gmail.com.