



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* the journal has a print run exceeding 20,000 copies per issue 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.

Middle School Journal considers for publication 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

Grounding in Middle Level Education

Articles submitted should specifically relate to the theory and practice of middle level education and should speak directly to practitioners in the field. Articles 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, critical 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.

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, along with its application or relevance to readers, should be apparent in the first few paragraphs.

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 1" wide margins.
- The editors strongly encourage the use of subheads to increase readability.
- When available, page numbers should be included in citations of direct quotations (e.g., (Smith, 2010, p. 25)).
- 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)

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.

When citing *This We Believe* published by the Association for Middle Level Education, please use the following:

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

For more information and examples of citations in APA format, please consult the *APA Publication Manual* (6th ed.)

Submission Process

Submitting a Manuscript

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

Please register as an author and enter the required information. Authors will upload, as separate documents, a cover letter addressed to the editors, 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.

Authors will receive an automated email acknowledgement of successful submission. Manuscripts that do not meet submission requirements will be returned to authors via the Editorial Manager System (EMS).

Review Process

Manuscripts are initially reviewed by the editors. Manuscripts that meet the *Journal's* guidelines and submission requirements are then forwarded to three members of a panel of reviewers comprised of practicing professionals in all areas of middle level education. Author identities are kept confidential. The lead author is notified of this blind-review process by an electronic email letter. A decision regarding publication will be reached within four months of the date from when the manuscript is sent out for review. The publication decision (e.g., accept, revise, reject) is communicated to the lead author by an electronic email letter. Often, authors are encouraged to resubmit the manuscript via the EMS in a revised format with revisions specified by the reviewers and/or editor(s); on occasion authors may be encouraged to submit manuscripts to an affiliate publication. If the manuscript is accepted for publication, authors will be asked to download and complete a copyright assignment form. Articles will not be published until a signed copyright assignment form is received by Taylor & Francis via their online editorial system.

Editing

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

***Middle School Journal* Submission Guidelines**

Advice for Contributors

The *Journal* will not consider manuscripts that are currently under review by another publication or have been previously published. As indicated previously, authors must sign a copyright statement with Taylor & Francis 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 *only* 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, please contact Drs. Kathleen Brinegar, Lisa Harrison, and Ellis Hurd at msjeditors@gmail.com.