

Specific Checklist for Manuscript Submission to Journal of Developmental Education

Please use the guidelines as set forth in the APA 6th edition for submission to the *Journal of Developmental Education* (JDE). These following listed items here are specific to submission directly to the JDE.

Format:

- 12 pt font
- Double spaced
- Margins of 1 inch
- Document length between 16 and 25 pages, including all material; up to 30 pages if reporting original research (in this case, include a cover letter explaining reasons for added length along with ideas for reduction)

Title Page and Abstract:

- Title to be no longer than 8 words
- Abstract of approximately 100 words
- Author names and/or institutional affiliation should not be included in the document submission. These only appear in cover letter and title page.

Footnotes:

- Footnotes are highly discouraged. Please integrate any information within the body of the manuscript.

Tables and Figures:

- Place tables at the end of the document, each to their own page. Insert text “Table 1 about here” at proper table placement within the document.
- Submit Figures in both native file and .pdf file, either at end of document or in separate files. Insert text “Figure 1 about here” at proper figure placement within the document. The maximum figure size is a ½ page placement measuring 7½” wide by 4½” tall. Any text font should be readable when figure is sized for print.

Submitting the Manuscript:

- Paper submission: Mail paper per instructions on submission page.
 - Cover Letter
 - Author/Title Page
 - Manuscript copy (3-4 copies)

Electronic submission: Email to rogersam2@appstate.edu

- Subject line to say: New Manuscript Submission
- Document in a recent version Microsoft Word format
- 3 documents to submit:
 - Cover Letter
 - Author/Title page
 - Blind document submission