



# Journal of Developmental Education

## Author Guidelines

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The *Journal of Developmental Education* (JDE) is published as a forum for the scholarly exchange of information and ideas related to the practice, theory, research, and news of the postsecondary developmental and remedial education community. The Journal's content focuses on basic skills education, developmental education issues and activities, learning support systems, and counseling as they relate to at-risk college students. Editorial priority is placed on manuscripts that relate the practical significance of theory/research to teaching, learning, and student development, making connections between research and practice and discussing classroom and program implications.

**Writing the Article.** Manuscripts should be presented in clear, concise prose, documenting assertions and giving proper credit to other authors. The *Publication Manual of the American Psychological Association* (APA), Sixth Edition, should be followed for reference style and all other rules of organization, punctuation, and editorial style. Pay particular attention to text citations and reference list entries, making sure all text citations match a reference list entry and vice versa; manuscripts that fail to conform will be returned.

Manuscripts should include an appropriate theoretical base and supporting literature search; these will serve as a framework by which to establish the importance of your thesis. If the manuscript is based on a primary research study, the methodology should be described briefly and succinctly. Although it is important for readers to be able to use an article as a model, the main emphasis and majority of the text should be used to establish an understanding of the issue under consideration and to discuss the implications of findings for practitioners. Include an evaluation component as appropriate.

The optimal length of a Journal manuscript is 16 to 25 pages including all material; however, manuscripts reporting original research may be up to 30 pages. If this is the case, please explain the reasoning for added length and ideas for reduction in a cover letter. Use headings and subheadings to divide your paper into

manageable sections following APA guidelines. Tables, charts, and figures should also conform to APA requirements and be presented in a high quality format. If the manuscript is accepted for publication, you will be required to submit all elements of the paper electronically using a recent version of Microsoft Word as the preferred format. An abstract of approximately 100 words is required. The manuscript should have an informative title of no more than eight words, which aids indexing (e.g., the initial word should refer to the subject of the paper).

**The Review Process.** Articles submitted to the Journal are initially examined by the in-house editorial staff. Those considered appropriate are acknowledged and submitted to a blind peer review by three or more members of the Board of Editors. The process is completed by the Editor who relies heavily on the judgment of reviewers but is not bound by it. The basic review process takes 3 to 5 months; revisions remain in the review process until a final publication decision is rendered. Readers from the Board of Editors are asked to address the following criteria in their manuscript evaluations:

- Timeliness
- Innovation/Challenge
- Organization
- Precise Topic Focus
- Research/Theoretical Base
- Usefulness
- Clarity
- Writing Style
- Development of Topic

Only manuscripts that have not been published previously and are not scheduled for publication, wholly or in part, in any other publication will be considered. Not accepted for review are book reviews, reviews of educational materials, essays, interviews or dialogues, surveys of literature, or articles that promote a commercial service or product. Low priority is placed on articles dealing broadly with a subject, based on unique situations, or focused very technically in topic or presentation. However, articles that challenge readers to think about the profession as a whole or some vital aspect of the profession will be considered.

**Presentation Format.** The abstract, body, and references of the article should be double-spaced with one-inch margins; do not justify the right margin. Pages should be numbered and YOUR NAME SHOULD NOT APPEAR ON ANY OF THESE PAGES. Prepare a **single** cover sheet that bears the title of the article and author name(s), title, address, institutional affiliation, telephone number, and email address.

Submit four copies of the manuscript (five if statistical data is presented). If you want your original manuscript returned, prepare and include a large, self-addressed stamped envelope.

Please check our website regarding electronic submission ([www.ncde.appstate.edu](http://www.ncde.appstate.edu)).

**Mailing.** Mail the original manuscript, copies, the single cover sheet, and all additional materials to:

Managing Editor  
*Journal of Developmental Education*  
National Center for Developmental Education  
ASU Box 32098  
Appalachian State University  
Boone, NC 28608

## Author Tips

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1. Selectively include only recent literature most appropriate to your topic.
2. Present “both sides” of the research, especially if the topic is controversial
3. Use tables and figures to supplement rather than duplicate information presented in the text.
4. Use transitions, including terse subheadings, to link various research concepts and ideas together, creating a smooth flow of prose and enhancing readability.
5. Additional manuscript evaluation criteria for research manuscripts includes: design, methodology, analysis, interpretation, and presentation of statistical data.
6. Review the NCDE website, especially “Advice for Novice Researchers Who Wish to Publish Their Results,” at [www.ncde.appstate.edu/publications/jde/documents/Research\\_Tips\\_2008.pdf](http://www.ncde.appstate.edu/publications/jde/documents/Research_Tips_2008.pdf).

## Manuscript Preparation

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### Do homework:

- Read publication
- Examine author’s guidelines
- Organize information

### Draft manuscript:

- 1st draft—put away—edit
- Comments, suggestions from colleagues
- Statistical review

### Final draft and submission:

- Incorporate suggestions
- Adhere to all style requirements
- Submit high quality originals and copies
- Include cover letter

## Final Checklist

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Before sending, double check your manuscript packet to be certain that:

- Your name is NOT on any of the manuscript pages.
- There are *at least* three copies and an original of the manuscript included with your submission.
- There is a **single** cover sheet including (a) article title and (b) your name, title, address, institutional affiliation, telephone number, and email address.