

## **OASHPERD Journal Peer-Review Guidelines for Authors**

Manuscripts involving practical applications for the HPERD readership are priority. Manuscripts that are informational and that involve scholarly research are also encouraged, but must address practical application. You may also submit manuscript materials pertaining to OASHPERD news, statewide news, national news and other items which are not peer-reviewed. The author guidelines in this document apply only to peer-reviewed manuscripts.

### **Submission Deadlines:**

Spring Journal (mid-April): Deadline for peer-reviewed manuscripts February 1<sup>st</sup>, all other items March 1<sup>st</sup>

Fall Journal (mid-September): Deadline for peer-reviewed manuscripts July 1<sup>st</sup>, all other items August 1<sup>st</sup>.

Winter Journal (mid-December): Deadline for peer-reviewed manuscripts October 1<sup>st</sup>, all other items November 1<sup>st</sup>.

### **Basis for Acceptance of a Manuscript for Publication:**

- 1) Significance to the HPERD profession
- 2) Accuracy of the material
- 3) Originality of material
- 4) Clarity of material
- 5) Validity of material
- 6) Compliance with OASHPERD guidelines for submission

### **Preparation of the Manuscript:**

- Microsoft Office Word is the preferred word processing document type for text
- Preferred length of manuscripts submitted, including tables, graphs, references, etc., is 5-12 double-spaced, typed pages using 12 point font. Longer manuscripts will be returned to the author without review. Shorter manuscripts of interest to the readership are appropriate to submit and will be reviewed.
- Manuscripts should be written in third person.
- American Psychological Association (APA) format should be used throughout the manuscript.
- Keep direct quotations, especially lengthy ones, to a minimum (see APA style for formatting)
- Insert line numbering in the manuscript as it is helpful in communicating location if there are questions or corrections to be made. (Microsoft Word = File, Page Setup, Layout, Line Numbering, Check Line Numbering Box, Continuous, Apply)

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### **Submitting the Manuscript:**

- E-mail manuscript and author(s) information in separate files as attachments to the OAHPERD journal editor, Vanessa Anton, [anton@nsuok.edu](mailto:anton@nsuok.edu). There should be no identifying information in the manuscript itself, as they are blind reviewed. In the e-mail include a statement indicating the manuscript has not been submitted (simultaneously) or published elsewhere.
- Include all original (not resized) photos, artwork, and illustrations
- Photos, artwork, tables, illustrations, and other additions to text should be captioned and placed in the document file where they should be located in the published article. They may also be sent on a separate page or in a separate file as long as it is clear where they should be placed. (In some cases they may need to be moved due to publication considerations.)

### **Review of the Manuscript:**

- OAHPERD's journal advisory board is made up of five members appointed by the journal editor, with the journal editor serving as chair.
- Each manuscript submitted for peer review will be sent by the editor to advisory board members. Each manuscript will be reviewed by at least three advisory board members.
- If the editor determines that the manuscript topic falls outside the expertise of board members, an outside reviewer from the field may be solicited.
- All peer reviews will be blind. The editor will not send the authors' names or personal information with the manuscript to the journal advisory board.
- The journal advisory board may provide corrections with regard to grammar or spelling without notifying the author as long as it does not change the meaning of the content. However, the lead author will be notified and asked to make corrections, if the errors are numerous or there are significant revisions required in order for the manuscript to be published. If the manuscript is considered of great or vital interest to the readership and the changes/corrections needed are not deemed to be overwhelming, members of the journal advisory board are encouraged to assist the author(s) in developing the manuscript. The lead author will be notified regarding status of their manuscript.
- If a manuscript is selected for the journal, it will be published in the earliest available issue. (Manuscripts may be pushed to a later journal due to space and printing constraints. The lead author will be notified.)
- If a manuscript is found to be partially or completely plagiarized: 1) it will not be published, 2) the author(s) will receive a formal letter, 3) the author(s) place of employment will receive a copy of the letter, and 4) the author(s) will be ineligible for OAHPERD publication for a minimum of 3 years.
- Authors should contact the journal editor with concerns or questions regarding issues dealing with the manuscript they have submitted. Members of the journal advisory board should not be contacted regarding manuscript submission.