

Bulletin Submission Guidelines

Submissions from members will be accepted for review provided:

- The submission is not being considered concurrently in whole or substantial part by another publisher.
- The *Bulletin* has exclusive option of possible publication for a period of six months following receipt of the submission.
- The author assumes responsibility for publication clearance in the event the submission was presented at a professional meeting or is the direct product of a project financed by a funding agency.
- Authors are responsible for accurately citing all quoted and bibliographic materials and for obtaining permission from the original source for quotations in excess of 150 words or for tables or figures reproduced from published works.

Manuscript Preparation:

Articles, Book Reviews, Anecdotes, Annotated Bibliographies, Viewpoints*

- * A Viewpoint (between 500 and 750 words) expresses the writer's thoughts or opinions based on personal experience, perceptions, philosophy or reading.
- Manuscripts should be focused, well organized, effectively developed, concise and appropriate for *Bulletin* readers. The style should be direct, clear, readable and free from gender, political, patriotic or religious bias. Topic headings should be inserted when appropriate.
- Use *Publication Manual of the American Psychological Association*, current edition for manuscript preparation.
- Articles most adaptable to publication are between 1,500 and 3,000 words.
- A definitive abstract of 75 to 100 words MUST accompany an article.
- Double space the entire manuscript, including quotations, references and tables. Print should be clear, dark and legible. Pages must be numbered.
- Footnotes should NOT be used. Cite works within text and include the author(s) last name(s) and year of cited work in parenthesis. Please refer to *Publication Manual of the American Psychological Association* for more details.
- References should refer only to materials cited within the text. All materials cited must be referenced alphabetically by author name. Non-retrievable material, such as papers, reports of limited circulation, unpublished works and personal communications, should be restricted to works absolutely essential to the manuscript.
- Abbreviations should be explained at their first appearance in the text. Educational jargon (e.g., preservice, K-10, etc.) should be defined as it occurs in the text.
- Place tables and figures on separate pages at the end of the manuscript. Use Arabic numerals and indicate approximate placement in the text.
- Photos, graphics, charts, etc. that may enhance the presentation of the manuscript may be included. Contact the editorial staff for information regarding the use of photos.

Submission

- Please indicate for which category your submission is to be considered. **Print issues:** Action Research, Anecdotes, Graphic Arts, Letters to the Editor, Poetry, Program Descriptions. **Online issues:** Annotated Bibliography, Qualitative Research, Quantitative Research. **Both Print and Online issues:** Book Reviews, Viewpoints, Position Papers.
- Submit electronically your manuscript, definitive abstract, and biographical information to bulletin@deltakappagamma.org. Biographical information must include author(s) name(s), occupational position(s), Society and professional affiliations (list offices held), address(es), phone number(s) and e-mail address(es).
- Submit a recent photograph of the author(s) suitable for reproduction to: *Bulletin* Editorial Staff, The Delta Kappa Gamma Society International, P.O. Box 1589, Austin, TX 78767-1589. To submit electronic/digital photos, the files must have a minimum of 300 dpi resolution and be saved as a JPG or TIFF file. Please e-mail to bulletin@deltakappagamma.org.

Poems and Graphic Arts

Submit a single copy with your name, address and chapter affiliation on it. A photograph is not required.

Publication of Submissions

- Authors of published articles will receive five complimentary copies of the *Bulletin* in which the article appears; authors of published poems and graphic arts will receive two complimentary copies.
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