

Submission Guidelines to Authors

The WERA Educational Journal

The WERA Educational Journal (WEJ) publishes peer-reviewed academic papers, professional reports and commentary that are of general significance to the Northwest education research and practitioner community and that come from a wide range of areas of educational research and related disciplines. Many WERA members align with Division H of AERA focusing on research, evaluation and assessment in schools.

WEJ encourages submissions of three types of research articles—feature articles, reviews/essays, and briefs. In addition, WEJ publishes commentary articles such as reviews, letters to the editor and essays. Manuscripts are peer-reviewed by at least two reviewers appropriate for the topic and content of the article submitted. For questions or inquiries about new manuscripts email the editor.

Research Articles

Feature Articles present important new research results of broad, regional significance. Feature articles should include an abstract, an introductory paragraph, up to five figures or tables, and up to 20 references, with text totaling no more than 2,500 words. Significant feature articles may be somewhat longer than 2,500 words at the discretion of the editors. Methods need to be sufficiently presented in research article to warrant results, but information should usually be included in supplementary online material to further support the paper's conclusions. All Feature Articles undergo peer review; they may be solicited or unsolicited.

Reviews/Essays describe new developments of broad regional significance and highlight unresolved questions and future directions. Reviews/Essays are research-based and aim to convey new developments in the state of the knowledge and its implications, whether theoretical, empirical, or methodological. Reviews/Essays should include an abstract, an introduction that outlines the main point, brief subheadings, and up to 20 references, with text totaling no more than 1,500 words. All Reviews/Essays undergo peer review; they may be solicited or unsolicited.

Briefs are brief analyses focusing on a specific topic or question using new data or existing databases (e.g., available from the OSPI Education Data System). Briefs should include a brief introduction of the issue or question, a brief discussion of the data, up to two figures or tables, and a maximum six references, with text totaling no more than 750 words. Titles should be no more than eight words in length. Authors should also submit an abstract of 75 words or less, which will appear online only. Methods (quantitative and/or qualitative) should be included in supporting online material. Manuscripts are peer-reviewed in the usual manner.

Other Works. Authors are encouraged to contact the editors directly if they wish to prepare an article of a genre or length that does not readily fit within the above submission types.

Commentaries

Data Ethics (and other) Column presents issues related to the intersections between education research and policy. Essays should be 250-500 words long plus 1-2 figures. Submissions may be solicited or unsolicited.

Letters discuss material published in WEJ in the last six months or issues of general interest. Letters may total up to 300 words. Submissions are unsolicited.

Books et al. Reviews presents reviews of current books, multimedia, exhibitions, and films of interest to WEJ readers. They may total up to 500 words. Submissions are solicited.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors who do not adhere to these guidelines.

Style All submissions should follow [APA style](#), 6th edition (American Psychological Association, 2010). The submission file should be in Microsoft Word format. Any supplemental files should be in Microsoft Word or Excel format. Please do not upload PDF files as they are difficult to edit.

Contact information Supply complete contact information for all authors on the title page: Name, affiliation, complete street address, email address, fax, phone numbers (the more, the better). Indicate the corresponding author.

Abstract All manuscripts, except technical comments and commentaries, should include an abstract of 75–100 words. Commentaries need no abstract.

Author identification The complete title of the article and the name(s) of the author(s) should be typed only on the first sheet to ensure anonymity in the review process. Subsequent pages should have no author names but may carry a short title at the top. Information in text or references that would identify the author should be deleted from the manuscript (e.g., text citations of “my previous work,” especially when accompanied by a self-citation; a preponderance of the author's own work in the reference list). These may be reinserted in the final draft. The first-named author or the coauthor who will be handling the correspondence with the editor, clearing, and working with the editorial office should submit a complete address and telephone numbers; fax numbers and e-mail addresses are also helpful. The author's name should be removed from the document's Properties, which in Microsoft Word is found in the File menu.

Typescript Manuscripts should be keyed for 8½” × 11” paper, in upper and lower case, double-spaced,

with 1½” margins on all sides. They should be in MS Word format. Subheads should be used at reasonable intervals to break the monotony of text. Words and symbols to be italicized must be clearly indicated, by italic type. Abbreviations and acronyms should be spelled out at first mention unless found as entries in their abbreviated form in [Online Merriam Webster Dictionary](#) (e.g., “IQ” needs no explanation). Pages should be numbered consecutively.

Notes and references Notes are for explanations or amplifications of textual material. They are distracting to readers and should be avoided whenever possible. They should be typed as normal text at the end of the text section and should be numbered consecutively throughout the article. A reference list contains only references that are cited in the text. Its accuracy and completeness are the responsibility of the author(s). Reference each publicly available dataset with its title, author, date, and a persistent Web identifier such as a digital object identifier (DOI), a handle, or a uniform resource name (URN). If necessary, this last element may be replaced by a web address. Personal communications (letters, memos, telephone conversations) are cited in the text after the name with as exact a date as possible.

Examples of references to a book, a chapter in a book, and a journal article follow, formatted in APA style:

Bobrow, D. G., & Collins, A. M. (Eds.). (1975). *Representation and understanding: Studies in cognitive science*. New York: Academic Press.

Crothers, E. (1972). Memory structure and the recall of discourse. In R. O. Freedle & J. B. Carroll (Eds.), *Language comprehension and the acquisition of knowledge* (pp. 201–238). Washington, DC: Winston.

Frase, L. T. (1968). Questions as aids to reading: Some research and a theory. *American Educational Research Journal*, 5, 319–322.

Tables, figures, and illustrations The purpose of tables and figures is to present data to the reader in a clear and unambiguous manner. The author should not describe the data in the text in such detail that illustration or text is redundant. Figures and tables should be keyed to the text. Tables should each start on a new page and be placed at the end of the manuscript (after the references). Tables may be reformatted. Figure captions should not appear in full on the original figures. One final electronic version of each figure must be submitted with the manuscript.

References

American Psychological Association (2010) *Publication manual of the American Psychological Association*, 6th Ed. Washington, DC: American Psychological Association.

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