Submission Guidelines to Authors

The WERA Educational Journal

The WERA Educational Journal (WEJ) publishes peer-reviewed academic papers, professional reports, and commentary of general significance to the Northwest education research and practitioner community derived from a wide range of areas of educational research and related disciplines.

WEJ encourages submissions of varying types of research articles, such as original feature articles, research reviews, and briefs. In addition, WEJ publishes commentary articles such as book reviews, letters to the editor, and essays. Manuscripts are peer-reviewed, typically by at least two reviewers appropriate for the topic and content. For questions or inquiries about new manuscripts, email the editor at WEJeditor@gmail.com.

R*esearch 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 3,000 words. Significant research articles may be somewhat longer at the discretion of the editor. Methods need to be sufficiently presented to warrant the results, but more extensive information would usually be included only in supplementary online material to further support the paper's conclusions.

Reviews are research-based and describe unresolved questions or new developments in the state of the knowledge, whether theoretical, empirical, or methodological. Reviews should include an abstract, an introduction that outlines the main points, brief subheadings, and up to 20 references, with text totaling no more than 2,500 words.

Briefs are succinct 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 an abstract, a short introduction of the issue or question, a brief discussion of the data, up to three figures or tables, and a maximum eight references, with text totaling no more than 150 words. Titles should be no more than eight words in length. Methods (quantitative and/or qualitative) should be included in supporting online material.

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

Book reviews examine current books, multimedia, exhibitions, and films of interest to WEJ readers. They may total up to 500 words. Submissions are solicited.

Other Works. Authors should contact the editor directly to prepare an article of a genre or length that does not readily fit within the above submission types.

Submission Preparation Checklist: As part of the submission process, authors must check off their submission's compliance with all of the following items, and submissions that do not adhere to these guidelines may be returned to authors for revisions.

- ☐ The submission file should be in Microsoft Word format.
- ☐ In addition to being inserted into the article, graphs, figures and tables done in EXCEL should also be submitted in a separate file. Sometimes enhancements (e.g., changes in font size) are necessary when the article goes through its final preparation for posting, and original files are needed.
- ☐ All manuscripts, except technical comments, book reviews, and commentaries, will include an abstract of up to 100 words. Commentaries need no abstract.
- ☐ Spell out at first mention all abbreviations and acronyms unless they are found in their abbreviated form at www.merriam-webster.com (e.g., "IQ" needs no explanation).
- ☐ For citations and references, follow APA style, 6th edition (American Psychological Association, 2010).
- ☐ Follow the template found later in these guidelines. This format differs in a few aspects from APA format as described below. For example, do not use double spacing, running headers, or indented paragraphs.

Contact information: In a separate document, provide contact information of the first-named author or the coauthor who will be handling correspondence with the editor. Include a complete mailing address, email address, and telephone number(s). Include a sentence about the professional affiliation of each co-author.

Page format: Do not include a "running head" or short title at the top. Pages should be numbered consecutively.

Typescript: Use MS Word format, preferably Times New Roman with a font size of 12. Employ subheads at reasonable intervals to break the monotony of text (see template). Prepare manuscripts for 8½" × 11" paper, in upper and lower case, single-spaced, with a minimum of 1" margins on all sides. Separate sentences with one space and separate paragraphs, tables, headers, etc. with a single line return.

Tables, figures, and illustrations: The purpose of tables, graphs, and figures is to present data to the reader in a clear and unambiguous manner. Do not describe the data in the text in such detail that the illustration is redundant. Refer to each figure or table in the text by its number. In most cases, authors should imbed the tables, figures, or graphs in the text, but including them as separate pages at the end of the article is also acceptable.

Notes and references: References should follow APA style. Examples are provided in the template that follows these guidelines. Notes are used to explain or amplify text material. They can be distracting to readers and should be included only when necessary. A reference list

contains only references cited in the text. Its accuracy and completeness are the responsibility of the author(s). Reference any publicly available dataset with its title, author, date, and a persistent Web identifier such as a digital object identifier (DOI) 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.

Author identification: Include the name(s) of the author(s) only on the first page of the article (see template). Authorship will be removed before the article is sent for peer review. This enables the editor to ensure anonymity in the review process. The author's name should also be removed from the document's Properties, which in Microsoft Word is found in the File menu. Other pages in the article should not contain author names. (See APA guidelines.)

References

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

<p align="center">**Format Template to Use When Preparing WEJ Articles**</p>

Title of the Article (left justified, bold)
Placeholder for Author(s) Name(s) during Blind Review

Insert a concise abstract here, left-justified, in italics. Abstracts will normally be less than 100 words. Include information about the problem, methodology and sample, results, and conclusions. For example, "A meta-analysis of 240 studies conducted in the Pacific Northwest reveals that most state-recommended reading interventions appropriate for students in grades K-3 are ineffective with older students. Implications for selecting interventions are discussed." Do not include information that is not included in the actual article.

Introduction (this section may not need this heading)

The introduction gives necessary background on the topic. The length of the introduction may depend on the nature of the article. WEJ articles range from reports of new research to meta-analyses of existing research, along with essays, critiques, and methodological tools or techniques. The nature of the introduction will vary.

Secondary Heading (one or more, if needed; left justified, initial caps, italics)

Use a secondary heading in any section of the report where such a heading will help the reader to get a clearer understanding, or where it will make it easier for readers to follow.

Methods (or Next Major Topic Heading)

This section might have a different heading if the article is an essay or critique. Depending on the content of the article, a Method section would address sample size, analyses, and measures, among other topics.

Sample (or Other Secondary Heading)

Use a secondary heading if needed. In some cases, the intended and actual sample size might be appropriate to describe in this section, along with a statistical power analysis. But this would not be appropriate for every type of article.

Results (or Next Major Topic Heading)

Results, including presentations of data, should be included in this section. Be sure to see the discussion about tables, figures, and graphs found in these guidelines.

Discussion

In an Appendix to the APA Publication Manual, there is a helpful table that shows the types of information usually included in each section. Not all of the information in the APA manual's

appendix will be appropriate in every article. Peer reviewers for submitted articles will provide guidance in their reviews if more information is needed.

Normally, there will be at least a paragraph, sometimes more, that discusses issues about limitations, including generalizability.

References (includes examples)

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

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.

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