



ATEA JOURNAL

Publication Guidelines for Research and Descriptive Journal Articles

Types of Manuscripts

Articles submitted for publication in the ATEA Journal should address the quality and scope of postsecondary technical education and related programs. The topics should be of interest to postsecondary technical educators. Articles must be one of two types: reviewed/descriptive or referred/research. The writing style of manuscripts in the two categories differs.

Reviewed/ Descriptive Manuscripts

This style is appropriate for presentations, best practices both in the classroom and the laboratory, technical information, and problems and solutions.

- Write in an active voice using present tense. A personal information writing style is best.
- Avoid jargon. Define specialized words or terms.
- Make your manuscript easy to read by using short words and short sentences. Journalism Magic Rule 13 applies—sentences should average 13 words in length
- When possible, develop your manuscript from the most important to the least important facts. Use headings and subheadings for clarity.
- Feel comfortable sharing authorship with a colleague. If you would like help finding someone who shares your interest, please contact Dr. Sandra Krebsbach, ATEA Executive Director at 612-381-3315 or skrebsbach@dunwoody.edu or Dr. Nasser Razek, editor of the *ATEA Journal*, at nrazek@udayton.edu
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- Either person can suggest a member of the Editorial Committee to assist you.

Referred/Research Manuscripts

Research manuscripts offer an opportunity to share research results with colleagues and contribute to the accumulated body of knowledge of postsecondary career/technical education. Types of manuscripts, as identified by the American Psychological Association (2009, pp. 10-11);

- Empirical studies are reports of original research and may include analyses of data that test hypotheses.
- Literature reviews are critical evaluations of already published work.
- Theoretical manuscripts introduce new, revised, or applied methods about postsecondary career/technical education to demonstrate how they might be used.
- Case studies present qualitative research to highlight and discuss a problem in practice and offer a possible solution.

Research manuscript information is intended to provide guidance, not limit submission areas. We encourage a broad variety of research manuscript submissions.



Criteria and Editorial Review Process

Technical Requirements

1. Format: Use the Publications Manual of the American Psychological Association (APA Publication Manual), Sixth Edition or later as the style guide.
2. Length: Approximately 1400-2000 words, 7-10 one sided pages numbered consecutively
3. Spacing and fonts: Double-spaced, including references, block quotes, tables, and figures consistently applied throughout the manuscript. Standard 12 point font throughout.
4. Figures: Submit tables, figures, illustrations, and photographs as electronic files (jpeg, tif, or gif)
5. Not to exceed 4 x 7.
6. Abstract: Approximately 250 words required with all refereed/research manuscripts.
7. Pre-submission Feedback: Ask at least two other professionals to read your manuscript and provide you with substantive feedback before submitting your manuscript to the *ATEA Journal*
8. Blind Review: Authors are requested to submit their name, title/professional position, and include complete contact information (address, phone, fax and email) on a removable cover sheet. Include on this sheet a statement indicating the manuscript category (reviewed/descriptive or refereed/research). Submit recent photograph.
9. Submission: All manuscripts must be submitted electronically only in Microsoft Word format to skrebsbach@dunwoody.edu OR on a CD along with one hard copy to Dr. Sandra Krebsbach, ATEA, Dunwoody College of Technology, 818 Dunwoody Blvd. Minneapolis, MN 55403 Phone 612-381-3315.
10. Submissions are not returned.

Criteria for Selection

Submitted manuscripts will be reviewed by at least three Editorial Committee members and evaluated on the following points: Significance to postsecondary career/technical education/ Scholarly quality and style; Well organized and clearly written; Conclusions clearly drawn and supported; Represents a contribution to knowledge about postsecondary Career/Technical education. Manuscripts in either category may be:

Accepted without revision

Conditionally accepted pending minor revisions as recommended

Rejected but invite resubmission with major revisions

Rejected



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If your manuscript is accepted for publication, the ATEA Editorial Committee and ATEA Journal editor consider acceptance as permission for the abstract to be published elsewhere such as the ATEA website.