

Rehabilitation Research, Policy, and Education **Guidelines for Authors**

Manuscript Categories

Topical Articles: Conceptual and empirical manuscripts with direct relevance to rehabilitation education. Non-research manuscripts average about 25 pages of text (including references), although comprehensive reviews may be longer. Research manuscripts must include an abstract between 50 and 100 words.

Inquiry and Pedagogy: Applied articles related to enhancing instruction and/or research methodology.

Gray Matter: Articles related to contemporary issues critical to rehabilitation education that stimulate further thought, discussion, and debate among readers.

Book and Media Reviews: Reviews of books, videos, instructional software, manuals, and monographs of relevance and interest to rehabilitation educators.

Special Issues: Authors interested in serving as a guest editor must submit a written proposal to the Editor. Consistent with the Executive Board policy, only one special issue will be published in any given year. The written proposal format can be found at the Journal's website located at: <http://www.ncre.org/>. The accepted proposal must be completed within one year and will be published in the fourth issue of the following year.

Initial Submission Process

In order to submit a manuscript, authors must visit the *Rehabilitation Research, Policy, and Education* journal's website located at: <http://mc.manuscriptcentral.com/re>. When visiting the website, authors will receive specific instructions regarding the submission process.

After the initial registration process is completed, authors will have an individual account that will allow them to keep track of current and past manuscripts that have been submitted to the Journal. Before submitting any manuscript, please sure that the manuscript is prepared according to the Publication Manual by the American Psychological Association (6th edition, 2009). Authors should also verify that all tables, graphs, and figures as cited in the text are included and prepared according to APA style.

Finally, authors should check to make sure that all references included in the text are accurate and consistent with those listed in the reference list. Manuscripts that contain these errors will be returned to the author before it is sent for peer review.

Once the manuscript has been accepted for review, every effort will be made to provide a written decision within sixty (60) days. Each manuscript will be peer-reviewed by three regular and/or ad hoc editorial board members.

Typing and Other Requirements

Beyond the requirements cited earlier, manuscripts must be double-spaced (including text, references, quotations, tables, and figures). The use of footnotes should be avoided wherever possible. Use tables sparingly and include only essential data. All tables should be typed on separate pages. At time of acceptance for publication, graphic items (figures, charts, etc.) will need to be provided as separate files in the form of a TIFF or JPG (one item per file). Refer to the APA Publication Manual for style of tabular presentations and graphic material.

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To facilitate anonymous review, include authors' names, positions, titles, places of employment, mailing addresses, email addresses, and telephone numbers only on the cover page. Avoid the use of the generic masculine pronoun and other sexist terminology. Use terms such as client, student, or participant rather than subject. When referring to people with disabilities and describing their experiences, be careful not to use stereotyping or diminishing language.

It is a condition of publication that manuscripts submitted to the journal have not been published and will not be simultaneously submitted or published elsewhere. All submissions must be accompanied by a signed copy of the copyright transfer agreement, which can be found here: <http://www.springerpub.com/content/journals/RRPEcopyright.pdf>.

Revisions

Authors will be notified via Manuscript Central when the review process has been completed. It is expected that manuscripts submitted for consideration for publication in Rehabilitation Research, Policy, and Education will undergo revision before final acceptance. Reviewer comments will be available for author downloading and printing. If the manuscript requires revision, authors should follow the directions as provided on the website.