Manuscript Guidelines

Peer-Reviewed Issue

SUBMISSION GUIDELINES FOR MANUSCRIPTS

Those whose proposals are approved must submit their manuscript by **February 15**. It is recommended that authors refer to the call for proposals during the drafting process for insight into the annual topic.
Please follow these formatting and submission guidelines:

- Manuscripts must be written according to APA style, 7th edition.

- Write in an informal, conversational style rather than in an academic style, characteristic of university term papers. Manuscripts written in active voice vs. passive voice are preferred.

- Submit unformatted, double-spaced, Times New Roman, electronic Word file in 12-point type.
   - » Typical manuscript length is 3,000-4,000 words.

- Include the name of the author(s) as well as title, affiliation, and history of interest in the Reggio Emilia Approach. In addition, each author is asked to submit a thumbnail photograph.
   - » Un-cropped photo that includes head and shoulders in original JPG or TIFF file

- Include with the manuscript a small collection of photographs and drawings/representations. Photographs should be submitted in high-resolution images.
   - » 8" x 10", 100% @ 300 dpi in original JPG or TIFF file

- Drawings/representations should also be submitted electronically in JPEG or TIFF files. Authors must submit written permission for all photographs and images from parents or legal guardians.
   - » The NAREA Photographic Release form is available upon request or from the NAREA website.

- Provide accurate and complete information for references and resources formatted in APA style. A master reference list of previously cited references within *Innovations* can be found on the NAREA website.
   - » Please feel free to copy and paste selected references into your manuscript if applicable.

REVIEW AND EDITING PROCESS

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The review process generally takes 3 to 4 months from receipt of manuscript. After review by the editors, the author will be informed via email about the possibility of publication in *Innovations*. The editors may decide that an article could be considered for publication after suggested revisions are made. Once revisions are made, the author can re-submit the article. It is also a possibility that the editors find an article unsuitable for publication in the peer-reviewed issue of *Innovations* and may suggest another vehicle for publication. Articles published in the spring and summer issues of *Innovations* are not subject to external peer-review; the NAREA editorial team reviews them and makes the final decision on publishing. Articles may be kept in the queue for future publication.

If an article is approved for publication, the editors will decide in which issue it will be published and notify the author(s). If not previously submitted, authors must submit their bio paragraph, head shot, and photographic releases at this time. The editors will review, edit, and prepare the article for publication. The edited draft will be returned to the author(s) for approval prior to publication along with a copy of the *Innovations* Periodical Publishing Agreement, which the author(s) must sign and return promptly. Authors grant NAREA an irrevocable, royalty-free license to publish and distribute their article in *Innovations*, and to publish the article in any media, whether paper or electronic.

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1. Previously published manuscripts will not be accepted
2. More than one proposal from the same author group will not be accepted