

VECAP Journal Manuscript Submission Form

Provide the Manuscript Title: _____

Type

- Research: Qualitative, Quantitative, Mixed Method
- Theory
- Perspective Review of: Book, Test, Work Sample, Other
- Brief Report
- Letter to the Editor

Contact

- Author
- Email

The following guidelines are based on the APA and should be followed. Note that the information in the cover sheet, author's bios, and keywords are unique to the VECAP Journal.

Before submitting your manuscript: complete the Checklist for Manuscript Submission (pp. 241-243 in the Sixth Edition of the *Publication Manual of the American Psychological Association* published in 2009).

Format

- Manuscripts must be double-spaced in Times New Roman (12 point), formatted for a standard 8.5 x 11 portrait orientation with a 1-inch margin on all sides.

Cover Page

- Single page that includes the running head, manuscript title, author's name(s), credentials, organizational affiliation and contact information (e.g. mailing address, daytime phone number and email), and author note. Please note that the author's name and any other identifying information should not appear on subsequent manuscript pages.

Author Bios

- Single page that contains the author's name(s), credentials, and short (100 words) biographical information that will appear in the Journal if the article is published.

Abstract

- Single page that includes a 150-250 word abstract with 3-5 keywords following the abstract.

Manuscript

- Number all pages in the upper right corner and include the running head.
- Narrative begins on the fourth page with the title of the manuscript at the top of the page.
- Paragraphs are longer than a sentence and shorter than a page.
- Headings are used to guide the reader through the manuscript. Note: use the Style Gallery in MS Word to facilitate the review process.
- Tables must be in MS Word Tables format. Tables should be numbered with Arabic numerals and titled at the top.
- Figures should be numbered with Arabic numerals and titled at the bottom.

Submission

- Manuscripts must be submitted electronically in MS Word to Journal@VECAP.org
- Name the document with the running head and the primary author's last name (for example, Running Head_Smith).
- In the subject line of the email put submission: running head and the primary author's last name (for example, Submission: Running Head_Smith).
- Do not zip files.
- Once your manuscript is received, it will be assigned a number. After the number is assigned, all email correspondence must contain the manuscript number in the subject line and other information to identify the purpose of the email, for example "MS 110 resubmission." Most of your email correspondence will come through Journal@VECAP.org

For information on the status of your manuscript contact: Min Kim, managing editor, Journal@VECAP.org

For all other concerns, contact the editors at Journal@VECAP.org or directly: Cari Schmidt, co-editor, cschmidt3@kumc.edu and/or Steven Sligar, co-editor, sligars@ecu.edu