Manuscript Preparation Guidelines
for
The Journal of Advancing Education Practice
A Winona State University Journal

Thank you for your interest in submitting an article to *The Journal of Advancing Education Practice* (*JAEP*). The *JAEP* is a peer-reviewed, open-access journal that is published quarterly, featuring Spring, Summer, Fall, and Winter editions. The *JAEP* Editorial Board welcomes articles from doctoral students, practitioner-scholars, and established researchers that explore problems of practice and other timely issues affecting learning organizations.

Interested authors are required to follow the style and formatting requirements listed below. Manuscripts that do not comply with the guidelines will be returned for correction before the *JAEP* Editorial Board will review the manuscript. Authors should submit a high-quality manuscript reflecting doctoral-level research and writing skills. The primary role of the *JAEP* Editorial Board is to evaluate manuscripts for academic research and writing quality and to ensure the manuscript makes a scholarly contribution to the educational community. The *JAEP* Editorial Board does not perform major overhauls of authors' manuscripts. Articles that require a major overhaul will be returned to the author. Upon the Editorial Board's agreement that an article will be accepted for publication, the article may be published as is, or may be returned to the author for minor grammar, flow, or other recommendations.

The *JAEP* uses the APA 7th edition (ed.) writing style. Authors should refer to the book and/or use the website below for guidance. Any departures from APA 7th ed. will be noted below. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html

JAEP **Style and Formatting Requirements**
- Writing style: APA 7th ed.
- Submit the manuscript in *Microsoft Word only*; not a PDF. If you do not have access to MS Word, please contact the *JAEP* Editorial Board.
- Font: Times New Roman
- Text size: 12
- Text color: Black
- Line spacing: Single
- Indentation for first line of paragraphs: ½ inch
- All margins (left, right, top and bottom) should be 1.5 inches, including tables and figures.
- Typographic alignment: Flush (aligned) left or justified (fills all space from left to right) if justified alignment is used, ensure there are no large gaps between words, making the paragraph appear unsightly.
- Page numbers: Do not include page numbers; page numbers will auto-populate when the document is uploaded for publication.
- Article length: This journal publishes electronically; therefore, page limits are not as relevant as compared to print publications. Authors may take advantage of this greater "bandwidth" to include material that might otherwise be limited in a print journal. However, authors should exercise discretion with respect to length.

- Do not leave hanging words at the end of a line. For example, the first word of a sentence should not be the last word on a line. Use the space bar to advance the single word of the new sentence to the following line in the manuscript.
- Pages should have no more than one quarter of a page with empty space.
- Do not use page breaks; simply push the return button to create a line space.
- Do not use a running head; the *JAEP* Publishing Coordinator will insert this during the publication process.
- In-text citation: Use APA 7th ed., e.g. (Last name, 2020).
- Spacing after punctuation: Use one space following periods, colons, and semi-colons.
- Use a comma between elements, including *and* and *or*, in a series of three or more items. For example: Academics, books, and colleges. Academics, books, or colleges.
- Italics: Emphasize words using *italics*; not underlined or bolded. Book titles and movies should also be *italicized*.
- Tables, figures, charts, and maps: Color may be used. Tables, figures, charts, and maps should appear near the referenced text in the manuscript. Large tables or figures should be put on separate pages. Avoid small type in tables to maximize readers' visibility. All tables and figures must fit within 1.5 inch margins on all sides (top, bottom, left, and right).
- Language: All submissions must be in English. Common foreign words and phrases are permissible; the use of foreign words and phrases should be avoided.
- Abstract: The abstract length should range between 150-250 words and position it flush left.
- Key Words: Italicize *Key Words* and position it flush left (a departure from APA 7th ed.).
- Introduction: Do not label the first section as introduction, as this is inferred.
- Headers: **Sentence Case/Title Case, bold, and centered**
  - Place a single space above and below a header.
- Sub-headers: **Sentence Case/Title Case**, **bold, and left margin**
  - Place a single space between the header and sub-header; do not place a space between a sub-header and following paragraph (a departure from APA 7th ed.)
- If a **Header** or **Sub-header** is close to the bottom of a page and allows only three lines of writing, push the **Header** or **Sub-header** to the next page.
- New paragraphs at the bottom of a page should have at least three lines.
- About the Author/s: The **About the Author/s** section will be positioned on the same page that the writing portion of the manuscript ends and before the references section. The **About the Author/s** section will be positioned flush left at the bottom of the page, with the final line of the **About the Author/s** section positioned on the final line on the page. Place a single line space between **About the Author/s** and the first author's paragraph. If there is a second author, place a single line space between the first and second author.
- In the **About the Author/s** section, use the following format:

About the Author/s

Dr./Title First M. Last is a/an student and/or profession and/or independent scholar. Preferred gender pronoun's research interests focus on list author's interests. Preferred gender pronoun earned a type of degree in academic major specializing in specialization, if applicable at name of higher education institution.

- References: Authors should single space the list of **References** (a departure from APA 7th ed.). The **References** header will be centered and begin at the top of the page following the manuscript and **About the Author/s** section. Use a .5 inch indentation for the second line of references, if needed.
- An optional **Author Acknowledgment** paragraph can be written on the page following **References**. The *JAEP* Publishing Coordinator will then remove it from the manuscript and place it on the page immediately following the *JAEP* title page (and before the start of the manuscript) during the publishing process.