

# ***SHAPE Florida Journal***

The *SHAPE Florida Journal* operates under a FAHPERD policy established at a Board meeting on October 19, 1986. These policies established the *Journal* as a refereed publication and set guidelines for the establishment of an editorial board. The *Journal* is published three times per year. Only the Winter and Spring *Journals* include manuscripts.

## ***SHAPE Florida Journal Guidelines for Authors***

### **Editorial Policy**

Articles that appear in the *Journal* shall be selected on the basis of a strict editorial policy. Manuscripts that are submitted to the Editor for consideration for publication are distributed to a minimum of three members of the editorial board. At least one of the three will be a member of the editorial board designated for the specific area which relates to the subject matter of the manuscript, such as health or dance. One of the three may be the editor or assistant editor. This will be a blind review with all identification of authors and school affiliation removed. The editor may make corrections of grammar, typing errors, or sentence structure without notification of the author(s) if such changes do not modify the meaning or content. Material that is considered news, information, or *SHAPE Florida* business will be approved for form, content, and appropriateness solely by the *Journal* Editor.

The editorial board will evaluate manuscripts based on a number of criteria. The primary concern will be whether the content of the manuscript is of interest to a large segment of the *SHAPE Florida* membership or to a special interest group within *SHAPE Florida*. The accuracy and originality of the material will also be considered. Articles that are of practical use will be considered over theoretical manuscripts or manuscripts that are merely informational. Data-based manuscripts **MUST** address the issue of practical application. Writing style should be appropriate for journal publication.

### **Authorship**

*SHAPE Florida* members in good standing will receive first preference for manuscript review and publication. Members of other state *SHAPE* groups will be considered, space permitting. Authors must be willing to take public responsibility for the content of the manuscript. The lead author is expected to take responsibility for the integrity of the work.

### **Guidelines for Preparation of Manuscripts**

Manuscripts should be submitted to *Journal* Editor as an e-mail attachment at [janparke@bellsouth.net](mailto:janparke@bellsouth.net) prior to the deadline of October 15<sup>th</sup> for the Winter Issue or February 15<sup>th</sup> for the Spring Issue. When submitting a manuscript, the author should include in the cover letter a statement that the manuscript has not been submitted or published elsewhere. Include a title page containing the title of the manuscript, the author's name and affiliation, mailing address of the primary author and a brief biographical sketch of each author.

## **Manuscripts**

Manuscripts must be typed on 8 ½ X 11 inch format, using Microsoft Word, 12 point font size, double-spaced, with page numbers. All manuscripts must follow the guidelines for manuscript preparation as expressed the latest *Publication Manual of the American Psychological Association*. (APA) Recommended length for manuscripts is 5-8 typed pages. Longer manuscripts will be rejected without review. However, shorter manuscripts of practical value would be very appropriate, especially if a diagram or drawing is included. Manuscripts may not include any reference that would identify the author including place of employment, research project title, and website address affiliated with the author.

Tables, figures, pictures, or reference lists should be on separate pages, no more than one page. The author should indicate in the manuscript where the diagram, table, figure, or picture would best fit, but the actual placement of such material will be governed by production consideration.

## **Documentation**

The reference list should appear at the end of the manuscript on separate pages. The reference should be arranged alphabetically by the author's last name and should include only the sources actually cited in the manuscript. Authors should refer to the APA manual for preparation of the reference list or to answer questions that are not answered here.

The author-date method of citation should be used in the text. This would mean that the author's surname and year of publication would be inserted (Jones, 1998) if the author's name appears in the narrative of the text, the year only will be inserted immediately following the author's name: "In a recent study, Jones (1998) indicated..." If the citation has more than one author, the same method would be used (Jones & Jones, 1998) or (Jones, Jones, & Jones, 1998). Citations that have more than two authors' names identify them all the first time the source is cited, but only the first author and "et al" thereafter Jones et al., (1998). Page numbers must follow directly after any quotations.

## **Review Process**

Authors will receive notifications regarding the status of the review process within sixty days of editorial receipt of the manuscript. If not selected for publication, authors will be informed as to the general nature of the denial and will be offered an opportunity for revision. Accepted manuscripts that are not published within one year's time will be returned to the author so that she/he may publish it elsewhere.

## **Ethical Statement**

Authors are expected to uphold the highest ethical standards. As such, manuscripts that are found to be partially or entirely plagiarized will not be published, and the author(s) will be suspended from *SHAPE* Florida publications for minimum of five years. Additionally, at no time are authors to contact members of the Editorial Board regarding their submitted manuscript. Questions and concerns should be directed solely to the editor. Throughout the

**review process, authors who attempt to discuss their manuscript with any member of the Editorial Board will be suspended from *SHAPE* Florida publications for a minimum of 5 years.**