

## JSTAE Author Guidelines

Updated 5.1.2018

Articles published in the JSTAE adhere to the standards in the sixth edition of the *Publication Manual of the American Psychological Association* (2010). When preparing a manuscript, we authors should refer to section 8.03 for guidance. The following are specific APA issues JSTAE authors frequently encounter.

**Formatting:** The page layout for JSTAE is portrait orientation. All submissions must be formatted in portrait layout. We cannot publish a paper or visual submission with a bleed; all submissions must have at least a ½ inch margin on all sides.

**Figures and Tables:** The JSTAE accepts a wide variety of submissions, such as photo essays and other non-traditional formats, but all images, figures, and tables must be clearly labeled and numbered, and referred to in the body of the text. In general, please adhere to the standards described in section 5.01-5.30 of the *Publication Manual*, and in particular, see Section 5.20, which states that if a figure or image does not add significant value or simply repeats something, it should not be included. Figures must be high resolution - at least 300 dpi and submitted in jpeg format. **We can typically accommodate about five or fewer figures and tables, unless there is a strong justification for more, such as in the case of a photo essay.**

**Supplemental Content:** If submitting accompanying materials with your manuscript, such as video (JPEG), audio (MP3), or other similar material, the submission website allows for the upload of these near the end of the submission process. Please keep in mind that due to the nature of the review process, which is completed via the internet, that not all computers and internet connections are created equally, which means some reviewers will not be able to easily view and open supplemental content if it is submitted in an uncommon file format, or if the files are too large (see section 2.13).

**Citing data/personal communications:** Personal communications, which include conversations, emails, text messages, or similar communications between an author and research participant, are not included in the reference list, but must be cited according to the standards in section 6.20 of the *Publication Manual*. For instance: (Michelle Obama, personal communication, May 15, 2016)

**Footnotes & Endnotes:** The JSTAE uses footnotes, rather than endnotes. When deciding whether or not to include a footnote, it is important to consider whether or not the information is too lengthy or complicated, because it may be more appropriate to either include it in the body of the text or to omit it entirely (see section 2.12). We can accommodate approximately 5-8 footnotes per submission. The footnotes need to be 50 words or fewer, be succinct, and not include quotations.

**Appendices:** Like figures and tables, it is imperative that appendices are properly labeled and clearly referenced in the body of the text in such as way as to indicate the relevance of the appendix. Appendices are rarely included in JSTAE publications, so please take care in preparing appendices if they are submitted (see section 2.13).

## Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.