

# 2014 Author Guidelines

## *Trends, The Journal of the Texas Art Education Association*

### Submission of Manuscripts

- Original manuscripts must be received by January 1, 2014 as MS Word document attachments, electronically via e-mail to Amanda Alexander at [amandaa@uta.edu](mailto:amandaa@uta.edu). (Only digital copies are accepted.)

### Cover Page

- Please include a cover page with your manuscript with the following information on it:

Your name:

Title of Article:

Abstract of Article: (75-150 words)

Word Count:

Number of References Included:

List of Three Keywords used in Article:

Brief Biography/ Information about you:

Full name

Institutional affiliation

Address

Phone number

E-mail address

Please include a brief statement clarifying that this article is not under consideration for publication elsewhere.

- To facilitate the anonymous peer review process, author's name and any identifying information should not appear in the article. If and when referring to yourself, call yourself "Author". In your references, you will also refer to any previous writings you have done and list them under "Author".

### Preparation of Manuscripts

- Include the **title of the article at the top right hand corner of each page** of the article, along with the **page number**.
- Manuscripts must be formatted according to APA (6th Edition) standards. Use a **12 point font in Times New Roman or Arial**.
- It is highly recommended that you have a professional colleague read and critique the article prior to submission.
- Photographic images are encouraged; please insert them into your text for review (suggested that they be between 50-100K and 72dpi). Photos require the use of captions, and full credit to the sources for the images. For example, "**Photos courtesy of ....**"
- Upon acceptance of your article, final images will need to be of publication quality (1MB-6MB) and be accompanied by the photo release forms. Publishing photos require that you submit a **TAEA photo release form**, and if the image is owned by someone else, you will need a signed **copyright release form**.
- The length of articles should be approximately **3000-4500 words in length**.

### Review of Manuscripts

- All manuscripts are subject to masked review. Most manuscripts undergo at least one re-write. Further edits to the manuscript may be necessary. The editor may correct for small errors before publication, but authors will be contacted for permission if extensive changes are necessary. Final decisions on manuscripts can take up to three months. However, every effort to inform you of our reviewers' decisions will be shared with you as soon as possible.