The Rehabilitation Professional

Author Guidelines

DO's

1. Article should be formatted and written according to the most recent edition of the Publication Manual of the American Psychological Association.

2. When submitting an article, please include a BRIEF BIOGRAPHY – <u>not to exceed 75 words</u>. Please see previous issues for format.

3. When submitting an article, please include an ABSTRACT – not to exceed 120 words (see APA Guidelines for content ideas)

4. Articles should be provided in MS Word using a default font for MS Word of Times Roman.

5. Tables: Tables should either be included at the end of the manuscript or as separate files. Indicate the correct placement by indicating the insertion point, e.g., <Insert Table 1 approximately here>. Tables should be provided as either <u>tab-delimited text</u> or as a <u>MS Word table (with one item per cell)</u>. Font for tables should be the default font to maintain visual consistency.

6. Figures/Graphs/Photos: Figures, graphs and photos should be provided in graphic format (either JPG or TIF) with a separate file for each figure, graph or photo. . Indicate the correct placement by indicating the insertion point in brackets, e.g., <Insert Figure 1 approximately here>. Provide the title for the item and any notes that should appear at bottom of item in the manuscript text. Items should be cropped to avoid the appearance of superfluous white space around items. Text on figures and graphs should be Helvetica to maintain consistency. Figures must not repeat data presented in the text or tables.

7. Follow APA Guidelines in References.

8. Spellcheck article. This is the author's responsibility.

9. Authors of articles sent for peer review should provide ten CEU questions. Questions may be true/false or multiple choice (preferred). Please see previous issues for general format. Correct answers should be indicated in a section below the questions & responses.

DON'Ts

1. Do not align text using spaces/tabs/returns within paragraphs (including references). Remember that you are using a single column page but the Journal is 2 columns. In MS Word, it is possible to display these items. Select "Word Options", then select "Display", and then select on tabs, return, hidden text and spaces.

2. Do not insert extra spaces at the beginning or end of paragraphs.

3. Per APA guidelines, only one space should follow any punctuation.

4. Do not include any color in manuscripts.

5. Formatting references: Use on of the following – (a) CTRL-T in MS Word 2007 to create a hanging indent or (b) define a style (e.g., reference) that will create the correct formatting. The style should include a hanging indent of any desired amount. See Help menu in MS Word for assistance in generating a Quick Style.