

## Instructions for Authors

### I. Aims and Scope

The Editors of the *Journal of Political Science Education*, the journal of the Undergraduate Education Section of the American Political Science Association, invite submissions that focus on teaching and learning issues in political science. Submissions will be open to all and will be evaluated on the basis of the quality of their content. The journal invites submissions that span a broad scope of issues in political science education, including teaching-related issues, methods and techniques, learning/teaching activities and devices, educational assessment in political science, and curriculum development. In keeping with the current trend in higher education to apply the methodological and research techniques developed in substantive fields to the scholarship of teaching and learning, the journal especially invites articles that provide systematic tests and empirical evidence to demonstrate that the pedagogical innovations or innovative teaching techniques described in the article actually work.

### II. Submission of Manuscripts

The editors invite the following types of submissions:

- **Articles:** Articles may include both research reports and essays on issues of importance to (and useful for) political science educators. Articles should generally not exceed 7,500 words and will be reviewed by at least two peer reviewers, as well as by the Editor and Editor-in-Chief.
- **Technology in Teaching:** Review articles in this section examine the use of all forms of technology for teaching and learning about politics (including software and websites). The length for these review articles should not exceed 2,500 words.
- **Book Reviews:** Comparative, critical review essays on instructional materials (e.g., text books), as well as single book notes, by those using them to teach politics will be included in the journal. This section provides readers of the journal with a resource for evaluating potential textbooks appropriate for their classes. The length of comparative review essays will be from 1,500–2,000 words; for single book notes 500–1,000 words.

In addition, authors should follow these guidelines:

- Manuscripts must be double-spaced, with one-inch margins and 12-point font and prepared using MS Word.
- The author must include a separate title page, with his or her full contact information and a brief biographical statement. The title page is the only page on which the author's name should appear; all identifying information must be removed from the manuscript.
- Include an abstract of 150–200 words, and three or more keywords for the article. Manuscripts must be submitted in English.
- Please number all pages.
- Manuscripts that do not meet the submission standards will be returned to the author. Authors should retain copies of any material submitted for consideration; neither Taylor and Francis nor the Editors can accept liability for any loss.

For general guidelines for preparing a manuscript for submission, please refer to the *APSA Style Manual for Political Science* (rev. ed. 2001) for citation, footnotes, references, and other style issues.

The *Journal of Political Science Education* does not accept articles for review that are under review elsewhere or that have been previously published. Upon submission, the author(s) will be e-mailed a form in which the author(s) state that the submitted manuscript has neither been submitted to nor appears in another publication. The form must be signed and returned to the editors before the review process can begin.

Submissions should be sent directly as an e-mail attachment to the following members of the Editorial Team. **We will not accept hard copy submissions.**

- For Articles, please send manuscripts to: Marijke Breuning Editor (Truman State University), [mbreunin@truman.edu](mailto:mbreunin@truman.edu).
- For Technology Reviews, please send to: Steffen W. Schmidt (Iowa State University), [sws@iastate.edu](mailto:sws@iastate.edu).
- For Textbook Reviews, please send to: Brian Posler (Millikin University), [bposler@mail.millikin.edu](mailto:bposler@mail.millikin.edu).

- General Inquiries should be directed to: John Ishiyama, Editor in Chief, *Journal of Political Science Education*, Truman State University, [jishiyam@truman.edu](mailto:jishiyam@truman.edu).

### **III. Tables and Figures**

All illustrations, tables, figures, and charts should not be embedded in the text, but should be included as separate sheets or files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet. Any original figures submitted should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated.

### **IV. Illustrations**

Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be submitted as separate files, not embedded in the text. They should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- 600 dpi or higher for line art; 300 dpi or higher for halftones
- sized to fit on journal page
- TIFF, EPS, or PSD format

Color illustrations will be considered for publication; however, the author will be required to bear the full cost incurred in their printing and publication. The charge for the first page with color is \$900.00; the next three color pages are \$450.00 each. A custom quote will be provided for color art totaling more than 4 journal pages. The publisher has the right to refuse publication of color prints deemed unacceptable.

### **V. Permissions**

Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher. For more detailed information, please consult the journal's web page at [www.taylorandfrancis.com](http://www.taylorandfrancis.com).

### **VI. Proofs, Complimentary Copies, and Reprints**

One set of page proofs will be sent to the designated corresponding author. Proofs should be checked and returned within 48 hours.

Each author of an article will receive a complete copy of the issue in which the article appears, up to a total of 3 copies per article. The corresponding author is responsible for distribution of copies to coauthors. Reprints of an individual article may be ordered from Taylor & Francis by using the reprint order form included with the page proofs.