

Journal of Family and Consumer Sciences Education (JFCSE)

Guidelines for Submission

Last updated March 19, 2004

The *Journal of Family and Consumer Sciences Education* (JFCSE) publishes original research, literature reviews, conceptual and theoretical essays, position papers and reports of innovative practice in all areas of education for family and individual well-being. All manuscripts should include implications for family and consumer sciences educators and researchers.

Three categories of manuscripts are accepted:

1. **Research.** This is original research conducted by the authors including original research literature reviews, conceptual and theoretical essays. Papers representing alternative modes of inquiry are encouraged. They are reviewed by 3 members of the Review Panel and the editor.
2. **Promising Practices.** These manuscripts focus on future actions for family and consumer sciences education practitioners. They are reviewed by the editor.
3. **Book Reviews.** Individuals are invited to volunteer to write a summary and critique of books selected by the editors. These are reviewed by the editors.

JFCSE is published twice annually by the Teacher Education affiliate of the Family and Consumer Sciences Education Division of the Association of Career and technical Education (ACTE). Manuscripts may not be submitted to any other journal while under review by JFCSE.

Preparation of manuscript for review

- Use the Publication Manual of the American Psychological Association (APA) 5th edition to prepare the manuscript.
- Submit as an electronic attachment to an e-mail to the Editor (see below).
- Indicate on a cover letter mailing address if the manuscript is being submitted a research, promising practices, or book review.
- Use Microsoft Word document using the journal formatting guidelines below:

Section	Format	MS Word Menu
Margins	1" all around, .5" header/footer	File → Page Setup
Header	Abbreviated title according APA 5 th edition guidelines	View → Header and Footer
Cover page	Title, authors names, address, school affiliation, phone, email	

Title	All caps, centered	
Abstract	No title, paragraph indented 0.5" from left and right margin, first line indented, <i>italicized</i> , maximum 120 words	Format → Paragraph
Body	Double spaced, first line indent (follow 1" margins), Times New Roman 12 pt.	Format → Paragraph
Introduction	First line indent, no heading before	
Block quotes	Double space throughout, paragraph indented 0.5" from left and right margin * Quotes over 40 or more words should be block indented	
Numbered list	Indented 0.5" from left, 0.5" from number, use no. list	Format → Bullets and Numbering
Bullets	Indented 0.5" from left, 0.5" from bullet, use bullet list	Format → Bullets and Numbering
Tables	Use APA 5 th → Double space; title italics, use table format; Notes 10 pt. All figures should be in the text as .gif or .jpg files. Formatting of the table in APA style: Autoformat → Simple 1 (in Microsoft Word)	Table → Insert → Table
References	Use APA 5 th edition, hanging indent, italicized titles, set double space	Format → Paragraph → Spacing (after)
About the Author(s)	Use heading, first line indent, bio about author include degrees, rank, administrative title. Write out state name, no abbreviations.	

If accepted for publication, copyright permission must be submitted.

Send all manuscripts and related inquiries to:

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