



THE VOICE OF ADULT BASIC EDUCATION NATIONWIDE

COABE Journal

Published Jointly by the
Commission on Adult Basic Education (COABE) and Western Kentucky University

Guidelines for Authors

Submit Your Research to the COABE Journal

Share your research and experience with your peers by submitting an article to the *COABE Journal*. The submission process is now handled electronically. Click on the following link to [submit your manuscript](#).

The guidelines are provided for your convenience. For more information, contact *COABE Journal* editor, Jim Berger (journal@coabe.org).

Mission Statement

The *COABE Journal* is published jointly three times a year by the Commission on Adult Basic Education (COABE) and Western Kentucky University. The journal's mission is to provide a forum for sharing research, information, theory, commentary, and practical experiences that will improve the quality of services for adult basic education, adult secondary education, literacy, and numeracy learners. These learners are found in publicly funded ABE, ESL, and GED programs; volunteer-based literacy programs; community based literacy programs; family literacy programs; workplace literacy programs; correctional literacy programs; and many other places.

To fulfill its mission, the *COABE Journal* publishes articles of interest to both researchers and practitioners. These articles fall into six categories: (a) peer-reviewed research articles, (b) peer-reviewed practitioner articles, (c) occasional commissioned essays, (d) resource reviews, (e) regular columns, and (f) letters.

Research Articles

The *COABE Journal* seeks to publish research of all types, critical essays, philosophical and theoretical pieces, and other scholarly work of relevance to individuals in the adult basic education and literacy field. Articles should address topics of interest to the field, including but not limited to distance learning and technology, instructional strategies and tactics, program improvement, historical research, policy impact research, etc. See previous journal issues for a fuller sense of topics covered. All research articles are subject to double-blind peer review by three consulting editors. Authors' identities are concealed from reviewers, and vice versa.

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Specifications

1. The *COABE Journal* accepts research manuscripts up to 7,000 words long, including abstract, tables, figures, and references, and reserves the right to return any manuscripts that exceed that length.
2. All research manuscripts must conform to the guidelines set forth in the latest edition of the *Publication Manual of the American Psychological Association (APA)*. References must also be in APA format.
3. Technical terms must be briefly explained in terms that all people in the field can understand. Authors should use simple, direct prose.
4. To facilitate blind review, manuscripts need to be submitted online and include the following:
 - (a) the title of the manuscript;
 - (b) the name, complete address and phone number, e-mail address, title, and institutional affiliation of each author;
 - (c) any necessary notes identifying the contributions of colleagues, or any previous oral or written presentation of contents of the manuscript;
 - (d) a list of up to five key words to facilitate database searches;
 - (e) agreement to the following warrant statement: "I hereby confirm the assignment of first publication rights to the manuscript named above in all forms to the Commission on Adult Basic Education and Western Kentucky University, effective if and when it is accepted for publication in the *COABE Journal*. I warrant that my manuscript is original work and has not been accepted for publication by another periodical. I further warrant that my work does not infringe upon any copyright or statutory rights of others, does not contain libelous statements, and that consulting editors, staff, and officers of the Commission on Adult Basic Education and Western Kentucky University are indemnified against all costs, expenses, and damages arising from any breach of the foregoing in regard to this manuscript. Finally, I acknowledge that the Commission on Adult Basic Education and Western Kentucky University are relying on this statement in any publishing of the manuscript's information."
5. The first page of the manuscript should repeat the title, but not the authors' names, and include a clearly written abstract of approximately 100 words.
6. Tables should be used sparingly and must be explained in the text.
7. If figures are used, the author must be prepared to submit camera-ready copy at time of acceptance.
8. All manuscripts must be submitted as Microsoft Word documents.



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Guidelines for Authors (continued)

Review Criteria

1. The overall soundness of the research approach (e.g., methodology, logic of analyses, etc.)
2. The practical relevance of this article to the adult basic education and literacy field
3. The overall soundness of the inferences, conclusions, and implications for practice
4. The quality and timeliness of references cited
5. The organization, writing quality, and readability of the manuscript
6. Adherence to the journal's submission guidelines

Viewpoint Essays

Viewpoint essays chart changes or trends in the field, interpret the meaning of these changes, and describe implications for the adult basic education and literacy field. These essays are published occasionally, are written by invitation of the Editorial Advisory Board, and are peer-reviewed by guest reviewers with experience in the topic area. Authors receive a stipend of \$300 per article. To suggest authors or topics for future Viewpoint essays, contact the editor. Viewpoint essays are intended to stimulate discussion and comment. Readers may respond to Viewpoint authors by sending a letter to the *COABE Journal* editor, Jim Berger (journal@coabe.org). Edited responses will be published as letters in future issues.

Practitioner Perspective Articles

Articles should be written in the first person, and authors should describe and reflect on actual teaching or administrative practices in an accessible manner. The topic should have broad appeal to practitioners. Articles are peer-reviewed by selected guest reviewers with experience in the topic area. Authors are free to submit unsolicited manuscripts, or they may contact the journal editor via phone or e-mail to discuss ideas and approaches before beginning work. Authors may include teachers, tutors, program directors, supervisors, and other practitioners. Maximum length is 2,500 words, including resource list and references, if any. All articles must be submitted as Microsoft Word documents.

Review Criteria for Practitioner Perspective Articles

1. The article's practical relevance to those working in adult basic education and literacy
2. The organization, writing quality, and readability of the manuscript
3. Inclusion of sufficient information to enable other practitioners to apply what they learn

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Letters

Letters are welcome, especially in response to Viewpoint essays. Please keep them brief (less than 1,000 words) and, if applicable, indicate the author to whom you are responding. Letters should be submitted to the COABE Journal editor, Jim Berger (journal@coabe.org) and should include the author's mailing address, e-mail address, affiliation, and phone number with best time to call. All letters must be submitted as Microsoft Word documents.

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