

## Guidelines for Authors

### Mission Statement

The *Adult Basic Education and Literacy Journal* is published jointly three times a year by the Commission on Adult Basic Education (COABE) and ProLiteracy America. 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, 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 *Adult Basic Education and Literacy 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 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, English as a second language, 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.

#### 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

## Specifications

1. The *Adult Basic Education and Literacy 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, a cover page should be included. This cover page should include the following:
  - (a) the title of the manuscript, (b) the name, complete address and phone number, title, and institutional affiliation of each author, (c) any necessary notes identifying the contributions of colleagues, or any previous oral presentation of contents of the manuscript, (d) a list of up to five key words to facilitate database searches, (e) a typed and dated warrant statement, signed by all authors, and reading as follows: “I hereby confirm the assignment of first publication rights to the manuscript named above in all forms to the Commission on Adult Basic Education, Inc. and ProLiteracy Worldwide, effective if and when it is accepted for publication in the *Adult Basic Education and Literacy 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, Inc. and ProLiteracy Worldwide 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, Inc. and ProLiteracy Worldwide 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.

## Submissions

Manuscripts should be submitted electronically as attached files in Microsoft Word. To ensure blind review, the author should remove identifying information from the text. All warrant statements must be printed on paper, signed by hand, and submitted via fax or U.S. mail. Attach one copy of the manuscript along with the

warrant statement.

### 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 or an e-mail to the editor of the journal. Edited responses will be published as letters in future issues (see below for submission instructions) and posted on the journal's Web site: [www.coabe.org](http://www.coabe.org).

### 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.

### Review Criteria

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

### Submissions

Manuscripts should be submitted to the editor electronically in Microsoft Word. They should include a cover page with the author's mailing address, e-mail address, affiliation, and phone number with best time to call. Manuscripts must be original works and must not have been published or accepted for publication in another periodical.

### Resource Reviews

The types of material reviewed by the *Adult Basic Education and Literacy Journal* include, but are not limited to, the following:

- books
- discussion list archives
- journal articles
- online courses
- podcast archives
- research reports
- software
- video games
- videos and films
- Web sites and webinars
- wikis

For a full set of review guidelines, visit [www.coabe.org](http://www.coabe.org).

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 editor electronically and should include the author's mailing address, e-mail address, affiliation, and phone number with best time to call.