**2019 American Reading Forum Yearbook**

**Guidelines for Manuscript Preparation and Submission**

All 2019 **conference presenters** are encouraged to submit manuscripts based on their presentation for possible publication in the *ARF Yearbook Volume 39 A Focus on Writing: End of the Neglected R Era.*  The *ARF Yearbook* is an annual, peer-reviewed publication of conference proceedings. To be considered, a manuscript must be based on a conference presentation and previously unpublished. Authors of manuscripts are encouraged to use feedback from reviewers to revise and submit their work in other venues.

**Graduate students** are encouraged to participate in the mentor program. Participants will be matched with an established scholar who will mentor them in using feedback and navigating the revision to publication process. If you are a graduate student who wishes to participate, please indicate in your submission email.

**Style:** The content, organization, and style of manuscripts must follow the *Publication Manual of the American Psychological Association* (6th edition). **Editors will not send out manuscripts for review if APA guidelines are not followed.**

**Format:**        Length: 2,000 to 5,000 words excluding images, figures, tables, references, and/or

 appendices

                      Abstract: 75-150 words

                      Keywords: 4-5 keywords

 Title page: Must include author(s) name(s), affiliation of each author, e-mail(s) and title of manuscript. (Submitted as separate file)

Blinded copy: Authors must remove identifying information from their manuscripts to ensure a fair review.  Specifically, if you cite your own work (and state in the paper it is your work), you should cite it as “author (date)” rather than giving your name.  Please do this both in text and the reference list. Additionally, please be sure that authors’ names are removed from the title in the files.

                      File Type: Please be sure you send a **word document** in lieu of a pdf.

**Procedures:** Submit the Title Page and Blinded Manuscript electronically as two separate Word documents to arfyearbook@utk.edu  by March 15th, 2020 (extensions will be considered).