

TEACHING Exceptional Children (TEC) and its on-line companion volume TEACHING Exceptional Children Plus (TECP) are journals designed specifically for teachers, administrators, paraprofessionals, and other practitioners who work with children and youth with disabilities or who are gifted. As the largest print special education practitioner journal, TEC is received by all members of The Council for Exceptional Children thereby reaching over 60,000 individuals, organizations, and libraries around the world. As an on-line only companion volume, TECP is freely available to even more practitioners around the world.

The following information is designed to assist authors in preparing materials to submit to TEACHING Exceptional Children and TEACHING Exceptional Children Plus. This document replaces all earlier versions.

Are *TEC* and *TECP* appropriate journals for publishing my work?

The purpose of TEACHING Exceptional Children and TEACHING Exceptional Children Plus is to advance the professional development of personnel in the field and to provide practical information, resources, and tools for improving education and services for children and youth with disabilities or who are gifted.

Consistent with our purpose, we seek to publish articles that deal with practical methods and materials for use in a wide variety of educational settings.

The editors of TEC and TECP have an open submissions policy and seek manuscripts from the

field on a wide variety of practical issues confronting special education teachers and administrators. We encourage submissions that include multiple authors representing the diversity of professional roles within the field.

We seek to publish original work that describes: action research; research with an applied focus; specific instructional and management interventions; works that help us understand under-represented points of view (i.e., those of children, youth, families) concerning their exceptionality, schooling, or special education; issues in reform of service delivery, curriculum, and roles; strategies for fostering and/or improving special education professional development; information pertaining to state and federal legislation, rules, and regulations; and issues related to the effectiveness of special education or specific practices. Manuscripts on these and similar topics will be accepted at any time.

Authors are encouraged to be mindful that the purpose of a professional journal is not to publish all manuscripts having merit but to select those having the greatest merit given the aims and scope of the journal within the limitations of available space. If you have any questions about the appropriateness of TEACHING Exceptional Children or TEACHING Exceptional Children Plus for publishing your work, please contact our editorial offices (e-mail: tec@bc.edu or 617-552-3149).

What should I know about *TEC* and *TECP* before I prepare my manuscript?

Authors are encouraged to consider the following guidelines relative to type of submission, style, format, length, and person-first language in the development of material for TEC / TECP. First-time authors may contact our office at tec@bc.edu or 617-552-3149 for consultation with the editor.

Type of Submission

Any of the following materials may be submitted for consideration in TEC/TECP:

•*Feature articles*: These manuscripts either address one of the themes advertised in the Editorial Calendar for each volume of TEC or address other significant research-to-practice themes.

•*Case Studies*: These are reports of the successful (or unsuccessful) use of procedures or teaching strategies that illuminate practice but that may have limited generalizability due to small sample size (typically one student).

•*Case Stories*: Descriptions of students with disabilities who surmount unusual obstacles or who are especially courageous or successful may be submitted.

•*Book Reviews*: Individuals interested in reviewing recent books which are likely to be of interest to readers of TEC/TECP are encouraged to contact the editorial office beforehand (tec@bc.edu or 617-552-3149) for

guidance on selection and submission policies.

•*Hardware and/or Software Reviews*: Individuals interested in reviewing recently released technology which is likely to be of interest to readers of TEC/TECP are encouraged to contact the editorial office (tec@bc.edu or 617-552-3149) beforehand for guidance on submission policies.

Style

The hallmark of manuscripts accepted for publication in TEC and TECP is their focus on the practical application of knowledge. We encourage authors to avoid jargon and "academic-prose" in favor of a style of writing that engages the reader. As suggested by the literature on improving practice with research, we seek articles that impact how teachers think about their work and provide teachers with tools for improving their practices.

We seek manuscripts that have a central message, and we strongly encourage the use of sidebars, gray boxes, or supplementary multimedia content (e.g. video or sound files) that contain valuable supplementary information (i.e. websites, frameworks, guidelines, readings for further study, profiles of the participants, quotes or viewpoints of individuals with a major stake in the intervention described). The editorial staff views these design elements as essential for three reasons:

1. Gray boxes and sidebars allow authors to feature quotes, viewpoints, or profiles of individuals from groups that have been under-represented in the literature. We are particularly interested in increasing the number of voices in TEC to reflect the diversity of the children and youth we serve as well as the diversity of professional roles that provide services.
2. Research on adoption of innovation indicates that individuals are at a variety of levels in their interest and

understanding of an innovation. As a result, we want to encourage authors to recognize this continuum of knowledge and skill and use gray boxes and sidebars to provide information that will enable self-directed readers to advance their knowledge and skill about the topic whether they are a novice or already fairly well-informed about the topic. Authors of articles published in TECP are encouraged to provide web-links which on-line readers can use to quickly explore related literature.

3. These tools are essential in preparing visually interesting layouts in each of the journals.

Format

1. Manuscripts should be well-organized and concise. They should be written in a direct, clear, and reasonable style.
2. All material must be double-spaced, including quotations and references. TEC / TECP require that all manuscripts be double-spaced, using 12-point text in an appropriate font, with one-inch margins.
3. Preferred positions of tables and figures should be indicated in the manuscript.
4. For rules governing references and general format, consult: The Publication Manual of the American Psychological Association (5th ed., The American Psychological Association, 2001). In case of questions concerning style considerations, authors are encouraged to depart from APA in favor of the TEC / TECP style guidelines noted above.

Length

Manuscripts published in TEC generally are at least 12 pages and do not exceed 18 double-spaced pages, including the cover page, abstract, figures, and references. All material must be double-spaced, including quotations and references.

Manuscripts and other material published in TECP are not as tightly restricted in length, but authors are encouraged to avoid submitting unnecessarily lengthy documents.

Person-First Language

Authors are encouraged to write using "person-first" language: the person precedes the disability, both figuratively and literally. This standard will result in terms such as "people with disabilities" rather than "the disabled."

What should I know about submitting my manuscript to TEC / TECP?

Manuscripts will be accepted for review provided that:

1. The cover letter indicates that the manuscript has not been published in whole or substantial part by another publisher.
2. The manuscript is not being considered concurrently in whole or substantial part by another publisher.
3. The journals have the exclusive option on possible publication for a period of 6 months following receipt of the manuscript.
4. The author assumes responsibility for publication clearance in the event the manuscript was presented at a professional meeting or is the direct product of a project financed by a funding agency.

In addition, authors should note that:

5. Authors are responsible for the authenticity of all quoted material and bibliographic citations from the original source for quotes in excess of 150 words or for tables or figures reproduced from published works.
6. The Council for Exceptional Children and the Editors assume no responsibility for statements or opinions expressed by contributors in articles published in TEACHING Exceptional

Children or TEACHING Exceptional Children Plus.

7. The Council for Exceptional Children retains literary property rights on copyrighted articles appearing in TEACHING Exceptional Children. Up to 100 copies of the articles in TEC may be reproduced for nonprofit distribution without permission from the publisher. All other forms of reproduction require permission from the publisher. However, copyright for articles appearing in TEACHING Exceptional Children Plus are maintained by the author(s). TECP is an open-access journal.

Manuscript Submission Checklist

Prior to submitting your manuscript to TEC / TECP, review the following checklist.

(If you are submitting on-line, the website will guide you through the submission process. If you are submitting via US mail (be sure to include an electronic copy of your work on a disk or CD) you should also include paper versions of the following items.)

Have you:

a) Prepared a cover letter?

- Authors must provide assurances that the manuscript is an original work that has not been previously published and that the manuscript is not being considered concurrently in whole or substantial part by another publisher.

- Include the name, address, phone number, fax number, and E-mail address (if available) of each author.

b) Included a title page?

- The title page should include the manuscript title, author(s) names, title(s), affiliation(s), and running head. All additional pages should only include the running head.

c) Included an abstract?

- The first page of the manuscript should repeat the title of the manuscript and include an abstract of no more than 150 words. The

name(s) of the author(s) should not appear on this or any subsequent page of text.

d) Provided a reasonable list of keywords?

- Keywords are often used by search engines to identify articles that address specific topics. Readers of TECP can automatically be notified of manuscripts published in TECP which meet their keyword criteria for areas of interest. Furthermore, abstracts of all articles appearing in TEC are included in TECP, hence their keywords are also potential targets of search engines. Authors are encouraged to be prudent in identifying keywords. Carefully consider the terms that would likely be used by a reader who was seeking an article on a topic of interest. For example, an article on teaching reading skills to adolescent students with autism might use the keywords “autism”, “reading”, and “adolescent” but would *not* be helped by terms such as “disabilities” “secondary” or “language arts”.

If all of these items check out, submit your material on-line via the link shown below. If you are unable to access this link or are unable to use the internet, you may send a disk or CD containing your material to: Dr. Alec Peck, TEC / TECP, Lynch School of Education, Campion 108, Boston College, Chestnut Hill, MA 02467-3813. However, PLEASE DO NOT submit duplicate copies of the same article via mail and on-line. NOTE THAT ARTICLES FOR TEC AND TECPLUS ARE ACCEPTED AT THE SAME WEBSITE:

<http://is Scholarship.bc.edu/education/tecplus/> Then simply click on “SUBMIT AN ARTICLE”.

What happens to a manuscript once it is received in the TEC / TECP offices?

When material is received at the TEC/TECP office, the editor reviews it and decides whether or

not to accept the material for peer review. Some of the reasons material may not be accepted for review are: (a) the manuscript is on a topic outside the focus of either journal; (b) the author failed to follow the manuscript guidelines concerning length, format, and style; or (c) articles on this topic were published within the past two years or are slated for publication in the near future. Authors will be promptly notified when manuscripts are not accepted for peer review so that authors can seek other avenues for publication.

Each manuscript accepted for peer review is assigned a unique identification number that is used for tracking the manuscript through the review and publication process. Each manuscript accepted for peer review is acknowledged in an e-mail with the manuscript ID number and detailed information about the expected timelines for the peer review. Authors can expect to receive an acknowledgement e-mail within 2 weeks of the receipt of their manuscript. Authors are encouraged to contact the editorial offices any time during the review process if they have questions about the status of their manuscript.

What should I know about the peer review process used by TEC / TECP?

Manuscripts, case studies, case stories, book reviews, and hardware/software reviews submitted to these journals go through a blind review process (that is, the author's identity is unknown to the reader) for selection. Typically, at least 3 reviewers with expertise in the areas addressed by the material will evaluate the material on the basis of (a) the importance of the topic, (b) originality, (c) clarity, (d) accuracy and validity of the content, (e) value of the contribution to the professional literature, (f) implications for special education, and (g) quality

of the writing. Typically, this process takes about 6 to 8 weeks.

What happens after material is reviewed by the peer reviewers?

The recommendations of the reviewers are sent to the editor. After reviewing these recommendations, the editor will make one of the following decisions concerning the manuscript: (a) decline the opportunity to publish, (b) request a revision with a stipulation for further peer review, (c) request a revision subject to additional review by TEC / TECP staff, or (d) accept as is.

Like most journals, almost all manuscripts submitted to TEC / TECP will involve some level of additional revision (b or c) prior to publication.

The editorial decision and rationale will be communicated in an e-mail to the first author. Copies of the peer reviews will also be accessible by this first author. Decisions to accept or decline a manuscript are informed by the reviewers' comments, content analysis of previously published materials, and previous commitments to publish materials. The most recent data (2003) indicate that about 40% of the manuscripts submitted to TEC / TECP are accepted for publication.

Grievance Procedure: Authors who believe that their manuscript was not reviewed in a careful or timely manner and in accordance with CEC's procedures should bring the matter to the attention of the Director for Professional Services, 1110 North Glebe Road, Arlington, VA 22201-5704.

How is the decision made to publish articles in TEC vs. TECP?

After the editor decides to tentatively accept the material based on the overall quality of the submission, the editor considers

several factors to determine the appropriate placement of the article. These considerations include: (a) the topic of the article and its appeal to the TEC /TECP audience; (b) the degree to which the article is likely to appeal exclusively to special educators versus all educators; (c) the inclusion of content which lends itself to distribution via the web (e.g. multimedia enhancements); (d) the overall length of the document; (e) the recency of publication in TEC/TECP of other documents on the topic of the article; (f) the nature of the article (e.g. research-to-practice manuscript vs case story or book review) (g) the likelihood that additional material (e.g. lengthy qualitative data files) would significantly improve the value of the article. Due to the flexibility afforded by web-based media, TECP is able to accommodate a wider variety of high quality documents than is TEC.

What happens after material is tentatively accepted for publication?

If material receives favorable comments from reviewers and the editor concurs, tentative approval for publication is made. This approval is conditioned upon specific revisions that must be made as well as the submission of supporting materials (described below). Publication in TEC typically occurs several months after initial acceptance. Publication in TECP will usually occur sooner.

Revisions

The final decision to publish material is made after the satisfactory completion of revisions outlined by the editors.

When a manuscript is accepted for publication, author(s) will be asked to provide a final-version electronic copy of their manuscript, including final versions of tables, references, web links, and all figures. When an

article is accepted for publication in TEC, camera-ready copies of tables and figures may be requested prior to publication.

Technical Editing

The editorial staff of TEC / TECP reserves the right to make editorial changes that do not materially affect the meaning of the text. Usually, this will be limited to minor changes in wording or placement of figures, photos, and gray boxes. This is especially true of material accepted for print in TEC.

Production

To protect the works of authors and The Council for Exceptional Children, CEC copyrights TEACHING Exceptional Children. Once a manuscript is scheduled for print publication, the authors are notified in writing and sent a Copyright Release Agreement Form assigning literary rights to CEC. Rights and permissions regarding the use of CEC-copyrighted materials are handled by the CEC Publications Section of the Professional Development Unit.

Authors who wish to use material, such as figures or tables, for which they do not own the copyright must obtain written permission from the copyright holder (usually the publisher) and submit it to CEC with their manuscripts. Signed releases must also be submitted from all individuals appearing in photos submitted for publication.

TEC / TECP publishes photographs and/or slides with many of its articles. CEC consults with authors to obtain appropriate visual images illustrating each manuscript. To obtain photo guidelines and release forms contact Meridee Mucciarone, CEC, 1110 North Glebe Road, Suite 300, Arlington, VA 22201-5704 (e-mail:merideem@cec.sped.org or 703/264-9420).

Accepted TEC manuscripts are copyedited, and manuscripts are typeset into page proofs. Editors read proofs for errors in

typesetting and other defects. Material accepted for TECP is converted to pdf, and authors are encouraged to proof their own material prior to its on-line publication.

Publication

After acceptance, material is placed in a publication queue. Themes and date of acceptance determine the issue in which articles appear. After about 8 weeks authors publishing in TEC are contacted by the CEC

publication staff to finalize the process. Upon publication of an article in TEC, the author receives 5 copies of the journal. In the case of multiple authors, the first author receives 10 copies to distribute among the authors.

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