

PUBLICATION PROCEDURES

Style. All manuscripts considered for AFCEC on-line publication must be prepared according to the American Psychological Association's *Publication Manual* (5th ed., 2001). Also, all manuscripts must be prepared using a font that is 12 in size and Times New Roman in type.

Disclaimer. Viewpoints expressed are those of the authors and do not necessarily conform to positions of AFCEC's editors, or members of its Executive Board. Also, neither the AFCEC, or any of its affiliates, is liable for any decision made or action taken based on the information contained in the material on the web publication site. Finally, information obtained from web sites linked to AFCEC's web site are the sole responsibility of the remote site. Also, inclusion of these links does not reflect that the on-line journal (or the Publication Committee) supports (or has reviewed) any of material on these sites.

Electronic Transmittal of Information. Submission of materials (abstracts, manuscripts) for review will only be accepted as email attachments in Microsoft Word 97 (or newer), or Corel Word Perfect 9 (or newer) formats. Send attachments to: brownpl@auburn.edu: Once these materials receive final editorial approval, they will be converted to Adobe PDF (portable document format) and incorporated into AFCEC's website on-line publication section. A link is included in the AFCEC website for users to download the free Adobe Acrobat Reader to view the on-line publication documents mentioned above.

Abstracts. On-line abstract publications will not be subjected to an AFCEC peer review process, if they already have been edited through and approved by a professional body of peer reviewers (dissertation committee and journal editor and consultants).

Special Journal Issue. A two-page proposal must be submitted to the appointed AFCEC Publication Chair, who will in turn review it with AFCEC's Publication Committee. The proposal should include:

- brief biographical sketch of Guest Editor
- Special Issue focus and its relevance to special education in Alabama
- tentative table of contents
- tentative list of invited contributors
- list of invited guest editorial consultants.

Two criteria are preferable, including (a) the Guest Editor and guest consultant editors are current residents of Alabama, and (b) the content focus is germane to special education in Alabama.

Regular Journal Issue. The AFCEC Regular on-line journal invites manuscripts for publication consideration. Within the context of special education, these manuscripts may reflect programs, practices, or research. A more specific framework for the content focus is presented elsewhere (Framework). Presented below are additional manuscript considerations:

- Manuscripts submitted for publication consideration reflect the author's own work. If published elsewhere, authors must indicate so, identify the source, and assume responsibility for permission to reprint the manuscript as an AFCEC's on-line publication.

- Each manuscript must have an electronic cover sheet giving the names and affiliations of all authors and the address of the principal author.
- Upon receipt, each electronic manuscript will be screened by the Publication Chair. Appropriate manuscripts will then be e-mailed (via attached file) to members of the Publication Committee. Principal authors will receive notification of receipt of manuscript. (Note: manuscript submissions that do not follow the established policy are returned to the author(s) without review).
- Appropriate manuscripts will be evaluated anonymously peer reviewers. Criteria for acceptance includes: (a) relevance, (b) quality, (c) applicability, (d) contribution to the field, and (e) readability.
- Once peer reviewed, the senior editor makes a final decision to either (a) reject the manuscript; (b) accept the manuscript, but contingent on major revisions provided by the author; or (c) accept the manuscript with only minor editing. In this regard, the Publication Chair reserves the right to make minor editorial changes which do not materially affect the meaning of the text.