## Submission Preparation Guidelines:

As part of the submission process, authors should ensure their work complies with the following guidelines. Please note that submissions that do not comply may be returned to authors.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided to the editor beforehand).
2. The submission file is in Microsoft Word (*.doc or *.docx).
3. Where available, URLs for the references have been provided.
4. The text is double-spaced; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the "Author Guidelines."
6. If submitting to a peer-reviewed section of the journal, the instructions in "Ensuring a Blind Peer Review" have been followed.

## Peer Review Process:

Upon receiving a new submission, the editor will review the article for scholarly rigor, relevance to the mission of the journal, clarity, and completeness and respond to the author. When an article has met the minimum standards for consideration, the editor will match the article with experts in the topic or area of specialization for peer review. Reviewers have the option to remain anonymous but are encouraged to take an advisory role and provide ongoing constructive criticism to the author through the conclusion of the project. The initial review of submissions will yield a response in 5-8 weeks, and authors will be notified and kept informed by the editor about their manuscript's status and the ongoing process of review.

## Ensuring a Blind Peer Review:

The author and editor should take all necessary precautions to ensure the identities of the author and peer reviewers remain unknown to each other unless the peer review agrees to make his/her identity known. To ensure anonymity, all parties should be sure the following steps have been taken:

1. The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file.

   For **Microsoft 2003** and previous versions, and **Macintosh** versions of Word:

   1. Under the File menu select: Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

   For **Macintosh Word 2008** (and future versions)

   1. Under the File menu select "Properties."

2. Under the Summary tab remove all of the identifying information from all of the fields.
3. Save the File.

For **Microsoft 2007** (Windows):

1. Click on the office button in the upper-left hand corner of the office application

2. Select "Prepare" from the menu options.
3. Select "Properties" for the "Prepare" menu options.
4. Delete all of the information in the document property fields that appear under the main menu options.
5. Save the document and close the document property field section.

For **Microsoft 2010** (Windows):

1. Under the File menu select "Prepare for sharing."
2. Click on the "Check for issues" icon.
3. click on "inspect document" icon.
4. Uncheck all of the checkboxes except "Document Properties and Personal information".
5. Run the document inspector, which will then do a search of the document properties and indicated if any document property fields contain any information.
6. If the document inspector finds that some of the document properties contain information it will notify you and give you the option to "Remove all," which you will click to remove the document properties and personal information from the document.

3. For **PDF files**:

1. With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.