

***JHHE* Requirements**

- Manuscripts must be submitted **without** any author's identifying information (double blind peer review) in English and formatted on 8½" x 11" paper with 1½" margins. The file should be titled the name of the paper or partial name of the paper
 - Document **requirements:**
 - 1 Manuscript with no author information
 - Title page with author(s) information, which **MUST** include: name, title, institution, department, address, email, phone
 - Abstract (no longer than 75 words) and 5-10 keywords immediately following the title page. Manuscript **will be rejected** if abstract is over 75 words.
- All copy, including captions, tables, and references, must be typed double-spaced, in 12-point Times New Roman font. The length of the submission should be **30 pages or less** (including tables and figures). Manuscripts **will be rejected** if they are over the page count.
- Follow the latest edition of the *Manual of the American Psychological Association*. Manuscripts **will be rejected** if articles do not adhere to this style. Tips:
 - Do not use footnotes.
 - Be sure to use 3rd person ("the researchers," "the authors")
 - Figures, charts, tables should appear at the end of the manuscript and cited in text with appropriate descriptive headings
- All artwork must be submitted in camera-ready form. When possible, high-resolution electronic copies of artwork should be provided on a file separate from the manuscript.

Process

- Submit the following to Dr. Louis Olivas, olivas@asu.edu , by **May 1, 2017**
 - 1 Manuscript with no author information
 - Title page with author(s) information, which **MUST** include: name, title, institution, department, address, email, phone
 - Following the title page, an abstract (no longer than 75 words) and 5-10 keywords immediately. Manuscript **will be rejected** if abstract is over 75 words.
- Sarah Call, AAHHE Editor, will ensure the above requirements are met and the articles are edited for grammar, APA style, etc.
- AAHHE Editor will create a login for each author and upload version 1 of each manuscript by July 1.

- AAHHE Editor will send an email to the author(s) and Dr. Olivas stating the manuscript was uploaded and attach the edited version of the manuscript
 - IMPORTANT: Author will save this manuscript and use THIS VERSION to incorporate reviewer comments when then come
- When the publication has conducted its blind review of version 1, AAHHE Editor will inform author(s) of the reviewers comments and convey revision due date
 - Authors must address ALL reviewer comments in a separate document.
 - Note: The journal production schedule is tight so it's important to address all changes to ensure articles are completed on schedule with few revisions
 - Authors must use track changes or highlight where they made the changes in text
 - Authors will send updated manuscript and a document stating how they addressed the reviewers' comments to AAHHE editor at sayc23@hotmail.com by the deadline given.
- **Revision 2**
 - If a 2nd revision is needed, the AAHHE Editor will begin the same process and let the author know a 2nd revision is needed and assign a deadline
 - Author(s) will follow the same steps above (address ALL changes in the manuscript using track changes feature and outline what you changed in a separate document)
 - Send the 2nd revision manuscript and separate document addressing changes to sayc23@hotmail.com by the assigned deadline
- If a 3rd revision is needed, the same process will be followed
- When a manuscript is accepted, the author will need to sign a release form and submit it to the journal by the assigned deadline. AAHHE Editor will facilitate the process and assign deadline.

Questions?

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