

## SHAPE Arkansas Manuscript Preparation Guidelines

Current professionals or those pursuing study in the areas of Health, Physical Education, Recreation, and/or Dance are encouraged to submit a manuscript for peer review. Authors need not be professional writers. University faculty, K-12 practitioners, and graduate students are encouraged to write for this organization. Manuscripts reporting research findings and manuscripts that inform readers regarding application of best teaching practices are equally encouraged.

The SHAPE Arkansas Journal is published once annually although submissions are accepted throughout the year. A blind review process is used, and manuscripts are reviewed on the basis of area of interest, expertise, and qualification in relation to the content of the manuscript. We will try to limit the review process to 90 days, though for winter and summer holidays this may be extended.

### Manuscripts must meet the following guidelines:

1. Use current APA guidelines.
2. Write in third person.
3. Manuscripts should be approximately 2,500 words or less, double-spaced with 1-inch margins. Pages should be numbered in the header. Documents using this format will usually come in at 8 pages or less, not counting reference pages.
4. The first page of the manuscript should be a cover page with the title of the manuscript at the top and below that information for all authors (Title, place of work, cell # and email address). Include a brief biography (two to three sentences) for each author. The word count on the cover page does NOT count toward the 2,500-word manuscript total.
5. After the cover page, beginning on page 2, type the title of the manuscript at the top of the page and then provide a brief abstract of the manuscript, usually 200 words or less. Again, the word count on the abstract page does NOT count toward the 2,500-word manuscript total.
6. References should follow current APA guidelines and be placed at the end of the manuscript. Arrange references in alpha order by first author. Each reference cited in the manuscript must be listed and only those cited in the manuscript should be listed among the references. Authors are strongly reminded to check their references very carefully.
7. Save the manuscript as a Microsoft Word document and email it to William Thomson, SHAPE-Arkansas journal editor, at [wthomson@ualr.edu](mailto:wthomson@ualr.edu)  
In this email the author must provide a statement indicating whether or not the article has previously been published or submitted for publication elsewhere, either in identical or modified form.

If applicable, use tables for reporting extensive statistical information. Data in tables should not be duplicated or extensively discussed in the text. Titles of tables should be short, yet adequately describe the contents. Each table should be numbered. You may include smaller tables within the manuscript, or you may include them on a separate page, with reference made within the manuscript as to where a particular table should be placed.

If applicable, pictures, graphs, charts, or drawings can add to readability. Original photos and artwork should be provided for final production of an accepted manuscript. Each illustration should be numbered, and captions should be provided. Do not place photos within the original manuscript submission.