THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

CRANE CENTER
FOR EARLY CHILDHOOD
RESEARCH AND POLICY (CCEC)

CCEC Evaluation Report: Author Guidelines and Policy

The Crane Center for Early Childhood Research and Policy (CCEC) produces evaluation reports on a regular basis that provide objective and evidence-based assessments of projects, programs or policies for community stakeholders in the field of early childhood, broadly-defined.

Criteria for Evaluation Reports:
- Aligns with the mission of the CCEC: *A multidisciplinary research center dedicated to conducting high-quality research that improves children's learning and development at home, in school and in the community.*
- Addresses a pressing or important issue and has the potential to impact the work of community stakeholders, including but not limited to, researchers, practitioners, and policymakers.

Author Guidelines for Preparing the Report (Submissions will be returned to authors who do not adhere to these guidelines)**:**
- Use provided template and refer to previous reports as examples
- Do not exceed 30 pages
- 8½" x 11" paper, 1" margins on all sides, single-spaced, 11-point, Arial font
- Include a running head in "all-caps" font in the top margin
- Justified alignment
- Spell out abbreviations and acronyms at first mention
- Number pages consecutively in the top margin of all pages
- Follow APA style (*Publication Manual of the American Psychological Association*, 6th edition, 2009)
- Sections include: Table of Contents; Executive Summary; Introduction (Program Context and Background, Program Aims, Summary of Key Stakeholders, Purpose of Evaluation, Objectives of Evaluation); Method (Research Design, Research Setting, Population, Data Collection Tools, Data Analysis); Results (Tables and Figures); Discussion (Interpretation of Results, Implications, Limitations and Recommendations, Conclusion); References; Appendices
- Reports should be clear, concise, and free from spelling and other obvious grammatical errors
- Feedback from a non-scientist should be solicited and incorporated before submitting the report for review
- **Funders should not review or provide feedback reports that have not been vetted through the process outlined below**

Review Process:
- Submit completed draft (meeting above guidelines) to boone.208@osu.edu
    - **Expectation:** submitted draft will represent the authors' best work, in accordance with the author guidelines presented here, and require no to minimal editing
- Kelly Boone will review, provide feedback and return to author for revision (if necessary)
- Submit revision to williamson.620@osu.edu
- Janelle Williamson will review for adherence to author guidelines, provide feedback, and return to the author for revision (if necessary)
- Janelle Williamson will submit to designated CCEC staff for copyediting
- Kelly Boone will review and approve
- Author will submit to funder in PDF format, cc boone.208@osu.edu on deliverable
- **Timeline is dependent on the quality of work**: Authors are encouraged to seek input from colleagues throughout the process and to submit their best work for review

Updated October 31, 2017