THE OHIO STATE UNIVERSITY
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

CRANE CENTER
FOR EARLY CHILDHOOD
RESEARCH AND POLICY (CCEC)

CCEC White Papers: Author Guidelines

All manuscripts for *CCEC White Papers* should be submitted via email Janelle Williamson at Williamson.620@osu.edu. For specific questions or inquiries, email Janelle Williamson.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items. Submissions may be returned to authors who do not adhere to these guidelines.

Style: All submissions should follow APA style (*Publication Manual of the American Psychological Association*, 6th edition, 2009).

Length: Manuscripts must run **between 6 and 8 pages (~2,500-3,000 words)**, including all tables, figures, notes, and references, typed for 8½" x 11" paper with 1" margins on all sides, single-spaced using 12-point type. All manuscripts should be in MS Word format. PDFs are *not* acceptable.

Paper title should be between 7 and 10 words in length.

Subheads should be used at reasonable intervals to break the monotony of text and should be clearly identified in the manuscript. Words and symbols to be italicized must be clearly indicated by italic type. Abbreviations and acronyms should be spelled out at first mention unless found as entries in their abbreviated form in Merriam-Webster's Tenth Collegiate Dictionary (e.g., "IQ" needs no explanation). Pages should be numbered consecutively.

Cover Page:
- Paper title
- Authors' names and degree (NO institutional affiliation)
- Corresponding author's contact information

The corresponding author, who will be handling the correspondence with the editor and the White Papers Committee, should be clearly indicated.

Executive Summary and List of Recommendations: All manuscripts should include an Executive Summary of 150–200 words and a List of Recommendations for the following audiences (whenever appropriate): (1) policymakers, (2) practitioners, and (3) researchers. The recommendations should be listed in a bulleted format and should follow the Executive Summary, so they can be printed together when in layout. Recommendations may also be included in the text of the concluding section, but they should be phrased differently to avoid redundancy.

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Five caption notes from the text to be called out in the paper should be provided with the manuscript. These caption notes should be considered noteworthy for highlighting key findings and should not include new information not already provided in the text.

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Each caption note should be between 15 and 20 words in length. The White Papers Committee reserves the right to make edits to these captions so as to ensure that their length and content aligns with the content of the manuscript.

Notes and References:

Notes are for explanations or amplifications of textual material. They are distracting to readers and expensive to set and should be avoided whenever possible. They should be typed as normal text at the end of the text section of the manuscript rather than as part of the footnote or endnote feature of a computer program and should be numbered consecutively throughout the article.

A reference list contains only references that are cited in the text. **Its accuracy and completeness are the responsibility of the author(s).** Reference each publicly available identifier (DOI), a handle, or a uniform resource name (URN). If necessary, this last element may be replaced by a web address and an access date. Personal communications (letters, memos, telephone conversations) are cited in the text after the name with as exact a date as possible.

Tables, Figures, Illustrations, and Pictures:

The purpose of tables and figures is to present data to the reader in a clear and unambiguous manner. The author(s) should not describe the data in the text in such detail that illustration or text is redundant.

Figures and tables should be keyed to the text. Tables and figures should each be typed on a separate sheet and attached at the end of the manuscript (after the references). Tables will be typeset.

Table notes and figure captions should be typed on a separate sheet (and should not appear in full on the original figures). One high-quality, camera-ready version or final electronic version of each figure must be submitted with the manuscript that is to be typeset.

Authors should make sure that no portion of the manuscript infringes the copyright of another. If such an instance occurs, it is the sole responsibility of the authors to address and correct this issue.

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The original document with copyedits will be sent to the corresponding author to process and approve. The returned version submitted by the corresponding author will constitute the FINAL version that will be submitted to the designer. Once in layout, all non-content related decisions (i.e., decisions that do not alter the content of text, figures, and/or tables) will be made by the White Papers Committee.

The corresponding author will have 72 hours to process all the copyediting changes and resubmit the manuscript for design layout.