



Francis Marion University School of Education

www.fmucenterofexcellence.org

Instructions for Authors

Teaching Children of Poverty On Line Journal

General Instructions

Manuscripts submitted to *Teaching Children of Poverty (TCOP)* for electronic publication should be original and not previously published in another journal. If previously included in conference proceedings, the version submitted to *TCOP* should significantly extend the proceedings version. Work submitted to *TCOP* will undergo blind, peer-review, will be returned to the primary author if revisions are suggested, and will be copyedited and proofread in-house by *TCOP* editors. A copy of the form used by peer reviewers is available at www.fmucenterofexcellence.org. The author will be sent a final version to review before publication. Articles must be submitted in English.

Submission Procedures

To submit work, send an email message to COE@fmarion.edu with the subject line "*Teaching Children of Poverty* Manuscript Submission". Include complete contact information, i.e., the principal author's name, affiliation, address, telephone and fax numbers, and email address. Attach the work as either a Microsoft Word file or PDF file. Acknowledgment of receipt of the manuscript will be sent to the primary author. In addition to the electronic submission, authors should mail one paper copy of the manuscript to the following address:

Editor, *Teaching Children of Poverty*

FMU COE to Prepare Teachers of Children of Poverty
Pee Dee Education Center
520 Francis Marion Road
Florence, SC 29501
Email: COE@fmarion.edu
Phone: 843.669.3391, extension 28

Obtaining Releases

Authors are responsible for obtaining all necessary releases/permissions (for example, permission from parents to use and electronically disseminate a photograph of a child or a child's drawing) required for their articles. Authors will be required to affirm that all necessary releases have been obtained. While certain manuscripts may require releases from individuals, teachers, children, schools, principals, school districts, etc, case studies, ethnographies, teacher research, and oral/life history almost always require releases from participants. Use of vignettes, portraits, or real life examples may



also require authors to obtain releases. Whenever educational researchers conduct studies, their standard release forms typically include a line stating that the material may be used at some future date for publication in paper or electronic form. Contact **TCOP** editors (COE@Fmarion.edu) with questions about releases.

Copyright

The FMU Center of Excellence (COE) does not request copyright to articles in *Teaching Children of Poverty*. Although authors retain copyright, the COE does request first serial publication rights and requires that authors sign release forms granting the COE the right to publish the article in *Teaching Children of Poverty*.

Length

Articles should not exceed 5,000 words and should include a 250-word abstract. Short communications, which are intended to provide brief descriptions of research in progress and preliminary results, should not exceed 1,000 words and should also include a 250-word abstract. Letters to the editor should not exceed 750 words.

Artwork

Artwork (e.g., figures, graphs, and pictures) should be submitted as separate graphics files. Tables should be prepared with a word-processing program. Please include hard copies of artwork in camera-ready form for possible scanning.

Sound and Video

TCOP will include sound and video clips with articles whenever possible. Contact the COE@fmarion.edu for information on recommended file formats. Authors must provide transcripts for audio or video clips in order to accommodate access for individuals with disabilities.

Links

Authors may indicate suggested places for hypertext links within their text; however, journal staff will make a final determination of which links to include.

References

Using an author-date citation style, authors should list all works cited in the text alphabetically at the end of the article. **TCOP** uses the editorial style based on the fifth edition of the *Publication Manual* of the American Psychological Association. For more information, please contact journal staff by email at COE@fmarion.edu or call 843.669.3391 ext. 28.

Format

All manuscripts must follow the current APA guidelines.

- The manuscript must be typed or printed on 8½ × 11 in. (22 × 28 cm) white bond paper.
- The manuscript - including quotations, references, author note, content footnotes, figure captions, and all parts of tables – must be double-spaced
- The manuscript must be neatly prepared.
- Margins must be at least 1 in. (2.54 cm).
- The title page, abstract, references, appendixes, author note, content footnotes, tables, figure captions, and figures must be on separate pages (with only one



table or figure per page). They ordered in sequence, with the text pages between the abstract and the references.

- The manuscript will receive blind, peer reviews; therefore, all authors' names must be typed on the title page only, which will be removed by COE staff before dissemination for review. Note: If submitting your manuscript electronically at coe@fmarion.edu, please include author identification information only in the cover letter. The manuscript's title page should consist only of title and date.
- All pages (except figure pages) must be numbered in sequence, starting with the title page.

Title Page and Abstract

- The title must be less than 12 words
- Does the byline reflect the institution or institutions where the work was conducted?
- Abstract must be no longer than 250 words.

Paragraphs

- The levels of the headings should accurately reflect the organization of the paper.
- All headings should be the same level and in the same format.

Abbreviations

- Necessary abbreviations must be explained.
- Abbreviations in tables and figures must be explained.

References

- References must be cited both in text and in the references list.
- The text citations and reference list entries must agree both in spelling and in date.
- Journal titles in the reference list must be spelled out fully.
- References (both in the parenthetical text citations and in the reference list) must be ordered alphabetically by the authors' surnames.
- Inclusive page numbers for all articles or chapters in books must be provided in the reference list.

Notes

- The departmental affiliation given for each author must be in the author note.
- The author note must include both the author's current affiliation if it is different from the byline affiliation and a current address for correspondence.
- The author note must disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest).

Tables and Figures

- Every table column must have a heading.
- All vertical table rules must be omitted.
- The elements in the figures must be large enough to remain legible after the figure has been reduced to the width of a journal column or page.
- Lettering in a figure must not vary by more than 4 point sizes of type.



- EPS or TIFF files of figures may be submitted.
- Each figure must be labeled with the correct figure number and short article title.
- All figures and tables mentioned in the text must be numbered in the order in which they are mentioned.

Copyright and Quotations

- Written permission to use previously published text, tests or portions of tests, tables, or figures must be enclosed with the manuscript.
- Permission to publish pictures of human subjects must accompany submission.

Submitting the Manuscript

- Provide the required number of copies of the manuscript (in English), including the original.
- Include a cover letter.
- Include the first author's address, e-mail address, telephone number, and fax number for future correspondence
- Include the name, institutional affiliation, and email address of all other authors.
- State that the manuscript is original, not previously published, and not under concurrent consideration elsewhere.
- State any supplemental materials (permissions, photos, tables, figures, etc.) submitted for the online version of your article.

Preparing the Electronic File

- The following elements should be followed by a hard return
 - running head for publication
 - title of article
 - each institutional affiliation
 - abstract
 - each paragraph
 - each text heading
 - each page label (e.g., Abstract, Author Note, Figure Captions)
 - each reference
 - each footnote
 - each figure caption
- Electronic copies of your figures should be TIFF or EPS files in the appropriate format and resolution.



Francis Marion University School of Education

www.fmucenterofexcellence.org

Publication Permission Form

Teaching Children of Poverty

On Line Journal

I/We accept an invitation from the *Teaching Children of Poverty* Online Journal to electronically publish the following article on the COE Web site:

Title of Article:

Primary Author

School/Organization

Address

City State Zip

Phone Email

Other Authors and School or Organization Represented:

of email

of email

On behalf of all authors, I state that all necessary permissions related to the above article/s were obtained, and that I indemnify the Francis Marion University *Center of Excellence to Prepare Teachers of Children of Poverty* against all claims, suits, or other damages that the Center of Excellence may sustain by reason of any violation on my party of any copyright or privacy right.

Printed/typed name

Signature of Primary Author

Position

Date

Fax this form to:
FMU COE to Prepare Teachers of Children of Poverty
Pee Dee Education Center
520 Francis Marion Road
Florence, SC 29501
Fax: 843.669.3393

E-mail Questions:
COE@fmarion.edu
Janis McWayne
Phone: 843.661.1467