

## ADDENDUM A AUTHOR GUIDELINES

The following information is intended to assist the author(s) in preparation of the manuscript. Questions should be directed to the editor-in-chief at [NDSJeditorinchief@aol.com](mailto:NDSJeditorinchief@aol.com).

### 1. Manuscript Type

The National Dance Society Journal (NDSJ) is a peer-reviewed journal that publishes original papers, reviews, applied research, and invited target articles. Manuscripts are accepted from National Dance Society (NDS) members, as well as partner organization members or co-authors provided that at least one co-author is an NDS member.

### 2. Style

- a. In preparing manuscripts for publication in NDSJ, authors must closely follow the *Publication Manual of the American Psychological Association* (current edition) for formats of numbers and measurement units, and all other style matters, including capitalization, punctuation, references, and citations (also see [www.apastyle.org](http://www.apastyle.org)).
- b. Writing should be concise and direct. Communicate ideas using a “how-to” approach. Avoid unnecessary jargon and abbreviations, but use an acronym or abbreviation if the spelled-out version of a term is cumbersome. Avoid abbreviations in the title.
- c. Generally manuscripts, including the manuscript from the NDS scholar, average between 15 and 20 double-spaced pages (limited exceptions may be approved).

### 3. Submission

- a. Authors should submit manuscripts electronically as a Microsoft Word or rich text (\*.rtf) format and/or send inquiries to the EIC: [NDSJeditorinchief@aol.com](mailto:NDSJeditorinchief@aol.com). All submissions will be acknowledged and assigned a review number within 2 weeks.
- b. Do *not* submit a .pdf file. Graphics should be submitted in .tif or .jpg formats only. Before submitting, authors should complete the Manuscript Submission Checklist (see below). Authors may be asked to provide photo-ready graphics and/or hard copy of the text. Authors are responsible for confirming the accuracy of the final copy, particularly the accuracy of references, and to retain a duplicate copy to guard against loss. Final review of the pre-published text is the responsibility of the authors.

### 1. Manuscript Review

- a. All manuscripts are evaluated via masked review and are peer reviewed by at least 2 reviewers based on initial editor-in-chief screening and review.
- b. Each submission will be given feedback and, once accepted for publication, guided throughout the process.
- c. Manuscripts may not be submitted to another journal at the same time. Authors of manuscripts accepted for publication must confirm copyright.

### 5. Cover Letter

Authors should include a separate cover letter that lists (1) the title of the manuscript, (2) the date of submission, (3) the full names of all the authors, their institutional or corporate affiliations, their e-mail addresses, telephone numbers and/or fax numbers of the corresponding authors, and (4) a statement that the manuscript has not been previously published (except in abstract form), is not presently under consideration by another journal, and will not be submitted to another journal before a final editorial decision from NDSJ is rendered, and (5) the preferred address for correspondence.

6. Title Page
  - a. The manuscript must include a title page that provides the full title (no more than 12 words), a brief running head, 3 to 5 key words not used in the title of the manuscript, abstract word count, manuscript word count (inclusive of all pages except the abstract and the title page), and date of manuscript submission.
  - b. *Do not include author names on the title page.*
  - c. After the separate cover letter, the order of submission must be (1) title page, (2) Abstract, (3) Text, (4) Acknowledgments and/or Funding source, (5) References, (6) Tables, as appropriate, (7) Figure captions, (8) Figures/Graphics/Photographs
7. Text
  - a. The entire manuscript must be double-spaced, including the abstract, heads, text, references, and tables.
  - b. Use a Times New Roman font and 12-point type with a minimum of one-inch margins. In Word, select *Layout view* then click *number lines* to add line numbers in the left margin. Align the text to the left margin, leaving a “ragged” right margin. Indent the first line of every paragraph.
  - c. Center and boldface major heads with upper-lower case. Place subheads flush left and boldface with upper-lower case. If a third level head is needed, indent, boldface, initial cap first word then lower case as a paragraph heading ending with a period.
  - d. A brief running head is to be included on the upper right corner of each page, and page numbers must appear on the bottom right corner of each page.
8. References

All material cited in text should be in the reference list. For formatting reference lists, follow the guidelines found in the *Publication Manual of the American Psychological Association* (current edition), for example:

**Journal and magazine articles.** Author, X., & Author, Y. (Year). Title of article. *Journal Name* Volume, (Number), XXX-XXX.

**Books.** Author, X., & Author, Y. (Year). *Title of Book*. City, State Abbreviation: Publisher.

**Book chapters.** Author, Z. (Year). Title of chapter. In *Title of book*, ed. X. Author, XX-XX. City: Publisher.

**In text.** Cite the *Author, publication date* in parentheses, e.g., (Jones, 2013)
9. Figures and Photos
  - a. If figures are included, each figure must be numbered in consecutive numerical order.
  - b. A figure should have a caption that is brief and self-explanatory, and that defines all nonstandard abbreviations used in the figure.
  - c. Captions must be listed separately, on a page by themselves; however, each figure must be clearly identified (numbered), preferably as part of its filename.
  - d. Artwork should be professional in appearance and have clean, crisp lines. Hand drawing and hand lettering are not acceptable.
  - e. Figures may use color. Shades of gray do not reproduce well and should not be used in charts and figures. Instead, stripe patterns, stippling, or solids (black or white) are good choices for shading. Line art should be saved at a resolution of 600 dots per inch (dpi) in JPEG or TIFF format.
  - f. Photographic images can be submitted if they are saved in JPEG or TIFF format at a resolution of 300 dpi. Any figures or photos from a source not original to the author must be accompanied by a statement from the copyright holder giving the author permission to publish it, and the source and copyright holder must be credited in the manuscript.
10. Tables

- a. When tabular material is necessary, it should not duplicate the text. Tables must be formatted using Microsoft Word's table-building functions. Do *not* use spaces or tabs in your tables as it creates problems when the table is typeset and may result in errors as shifting of columns may occur.
  - b. Tables should be single-spaced on separate pages and include their brief titles. Explanatory notes are to be presented in footnotes, below the table.
  - c. The size and complexity of a table should be determined with consideration for its legibility and ability to fit the printed page.
11. Manuscript Submission Summary/Checklist
- Before submitting a first or revised manuscript, the following criteria must be met:
- a. All sections are double-spaced with Times New Roman font and 12-point type
  - b. Line numbers appear in left margin
  - c. Page numbers appear in bottom right corner
  - d. Brief running head appears in upper right corner
  - e. Wording of title contains 12 or fewer words
  - f. Title page does *not* include author names or affiliations
  - g. Title page lists three to five key words not used in the title of the manuscript
  - h. Title page lists the abstract's total word count
  - i. Abstract contains no more than 250 words
  - j. Fewer than 5 tables/figures/photos, as appropriate
  - k. References are formatted according to guidelines found in the *Publication Manual of the American Psychological Association* (current edition).

\*Guidelines as they appear in the Board of Directors Policies and Procedures Manual revised July 2021—*NDS Journal* Operating Procedure