



NATIONAL
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Translations, an official publication of the National Art Education Association (NAEA), covers a diverse range of topics dealing with subjects of professional interest to art educators. *Translations* is published triannually.

This refereed publication maintains and supports the mission of the National Art Education Association—to advance visual arts education to fulfill human potential and promote global understanding—and provides for the NAEA membership a compendium that addresses the broad range of needs and interests particularly related to translating theory and research into practice.

Manuscripts are welcome at all times and on any aspect of art or design education. Please send files prepared in accordance with the Publication Manual of the American Psychological Association (APA) and the Author Guidelines found below.

***Translations* Manuscripts**

Manuscripts written for *Translations* should deal with topics of professional interest to a diverse audience of art educators working in a variety of educational settings. Manuscripts that examine and provide examples of art educators' experiences, practices, and research that are directly applicable to a readership of K-16 art educators are welcome. Dissertations and research reports should be submitted to journals such as *Studies in Art Education*, whereas "how-to" ideas should be submitted to *SchoolArts*, or a similar publication. Longer, more in-depth articles should be sent to *Art Education*. Articles submitted to *Translations* must be neither published in nor under review by other journals.

Manuscript Requirements (In General - not for special issue)

Manuscripts for articles should be close to **1,700 words, not to exceed 1,900 words**, including references. Submissions that vary significantly from these limits will be returned without review. We strongly encourage authors to include images with their manuscript. Image requirements are described in the Image Guidelines section below.

Writing Style

- Write in a precise and straightforward manner.
- Avoid passive voice (for example, instead of “it was found” use “we found”).
- A conversational tone is conducive for reading.
- Consider engaging the reader with a question or an anecdote in your opening paragraph.
- Consider what it is you hope readers will learn or do differently as a result of reading your manuscript.
- Consider providing 3-5 practical takeaways in the concluding section. These are actionable suggestions, recommendations, or implications for practice.
- Avoid excessive use of quotations. Use quotations only when paraphrasing fails to convey another author’s meaning.
- Be sure that all quotations and citations in your manuscript are correctly referenced and that the spelling of authors’ names and the dates cited are consistent with those in the references.
- Personal communication should include the date of the communication.

Manuscript Format

You will submit two *separate* Word document files:

- Cover Page: The cover page should include:
 - All authors of a manuscript should include their full name, affiliations, and contact information
 - All authors should provide a short bio (maximum 300 words) and/or link to a bio already online.
 - A word count for the text of the manuscript
 - Up to 5 key words or terms that identify the manuscript’s thematic content, research methods, and/or alignment with the NAEA Research Agenda (developed by the Research Commission and adopted by the Board of Directors, 2014). See <http://www.arteducators.org/research/commission>.
 - Clearly indicate which topic the manuscript addresses most significantly: Social Justice, Emerging Technology, Assessment and Evaluation, Demographic Data or New Ideas and Directions.
- The manuscript itself: The manuscript file should include no information that might identify the author or their institutional affiliation to reviewers. (Note: This information will be reinserted if the manuscript is accepted for publication). In general, manuscripts should be prepared in accordance with the guidelines for APA reference citation format in the *Publication Manual of the American Psychological Association*, 7th edition:
 - The first page of the document should include the full title of the manuscript and begin the body of the text.

- The document should be 8.5" x 11" with 1" margins on all sides. Headers should include a running head (shortened title) and page numbers.
- All text should be typed in 12 pt. Times New Roman font, aligned flush left, and double-spaced. The first line of each new paragraph should be indented ½". Do not use tabs; use Word paragraph formatting. Do not quadruple space between paragraphs.
- Two or three short quotes to serve as "Voices from the Field" that reflect how teachers or student are directly reacting to the topic of the manuscript.
- Three to five additional resources. When possible, provide links to other NAEA publications, webinars, webcasts, or resources. Any credible sources, in any format, that further explore the topic of the manuscript are acceptable.
- Do not use hyphens or hard returns to break a word or line; let the word or line wrap to the next line, especially in the reference list. Use Word to format references with hanging indents, or add spacing between them for clarity.
- Italicize titles of books, works of art, or media references. Titles of articles used within the manuscript should be placed in quotation marks.
- Section or paragraph headings should follow the five-level hierarchy indicated in the manual. Do not begin with the heading "Introduction."
- Begin your list of references at the top of a new page following the body of the manuscript. All in-text citations and listed references must match. Check spelling and dates. Reference list entries must be complete.

For support with APA guidelines, please visit the open-access Purdue OWL APA Style Guide.

Image Guidelines

Photographs or images that enhance the text are strongly encouraged with each manuscript. Requirements for images as well as permissions and release forms are outlined below. Five images that compliment the manuscript is strongly recommended.

Requirements for images:

- Submit preliminary images as separate files. Please do not label images with identifying information (i.e., author name, institution, etc.).
- Submit final images as separate files, preferably JPEGs. Do not embed images in Word or PDF; this reduces the size and quality of the files.
- Images must be publication quality (minimum 500K; 1MB-6MB preferred). Do not submit low-resolution images. Ideally, digital images are the equivalent of 300 dpi at approximately 4x6 inches.
- Larger images are welcome and allow more flexibility in the layout. Images can be submitted as color or black & white.
- Label figures with a number and short descriptor, e.g., Figure1_StudentsCollaging.jpg.

- Use a placeholder text in the manuscript to indicate suggested locations for each figure (e.g., "Insert Figure 1 here"), and after the list of references include a list of figures with a caption for each as the last page of your manuscript.
- After acceptance, artwork permission and photo release forms must accompany images. Follow this link for a list of forms for download, including Artwork Permission Form and Photo Release Form.
- Captions and images can pull a reader into the article. Where appropriate, captions should tie the image or activity in the photo to the article. Always include any required permission or copyright information so that captions and full credits accurately reflect any wording requirements of the person or institution providing the images.

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- NAEA release forms for artwork and photographs are in the Author Guidelines at www.arteducators.org/writingfornaea; institutions such as museums provide their own. Some images of works of art require not only museum or gallery permission, but also additional permissions such as from an artist's estate or the Artists Rights Society (ARS) in NY (<http://www.arsny.com>). It is the author's responsibility to secure all permissions needed for each image, and NAEA is happy to provide a statement of our non-profit status, if required.
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- Permission—and publication-quality files—must be obtained for images taken from copyrighted websites. Web images are usually too small for print publication. Exceptions are images in the public domain (these will still be accompanied by specific credit lines).
- Photos of children: Public schools usually keep on file names of students who cannot be photographed, so permission to be photographed can be assumed for all other students. Photos of private school students usually require separate permissions. Photos can be used without permission if the child is not identifiable in the photo.
- Photos of children's artwork are acceptable as long as the child is not identified. Pseudonyms can be used throughout, if needed.
- Research institutional review board (IRB) forms are acceptable as permission for student artwork. Student signatures are not required in this case.
- Always submit permissions with the final package. Images without corresponding permissions or explanations of right to use will not be included in the final layout.

- Please name permissions files (PDFs, etc.), to correspond with Figure numbering and naming.

What happens after submitting a manuscript to *Translations*?

Upon receipt of a submission, the Editor inspects the manuscript and notifies the author that his or her submission was received. Every article appearing in *Translations* is refereed without exception—this includes invited/solicited articles. Manuscripts of appropriate length and subject matter are sent for review to members of the Editorial Review Board. Because *Translations* receives many manuscripts a year, the review process may take 12 weeks or longer. After the reviews are returned, the Editor contacts the author. (Typically only one co-author is notified and is responsible for conveying the information to all other authors of the manuscript.) Virtually every manuscript considered for publication requires revisions and further review. In order to prepare consistently high-quality manuscripts for publication, some submissions must undergo up to three rounds of reviews.

Accepted manuscripts: It may be many months before an accepted manuscript appears in print. The publication process typically takes 5 months, and the Editor curates each issue with topics that appropriately compliment the work of the Research Commission and the Professional Learning Through Research Working Group as outlined in the NAEA Research Agenda. Authors will be notified when their manuscripts are selected for publication.

How manuscripts are edited: The Editor and reviewers suggest strategies for revision and manuscript edits. Suggested modifications may be required for publication such as condensing the article, deleting paragraphs, adding material, making stylistic changes, or changing the title. Our intent is to publish articles that convey ideas in the clearest, most effective manner. Once accepted, articles are further copyedited and queries returned to authors for final clarifications.

Rejected manuscripts: More manuscripts are submitted to *Translations* than can be published in the journal. Some rejected manuscripts are poorly written, or they address topics that are dated or of limited interest. Manuscripts that are commercial or self-promotional are also rejected. Other manuscripts may be rejected because their topics have been covered numerous times or they fail to complement the editorial or research agenda of NAEA. Finally, manuscripts that do not adhere to our author guidelines (e.g., appropriate length, subject matter, etc.) will be rejected without review.

Proofs: Designers oversee the layout of each manuscript. Page proofs are sent to the designated author via the *Translations* editor. They must be carefully checked and returned within 48 hours of receipt. The only changes that can be accommodated at this stage are responses to copyediting queries, corrections to typographical errors, or the insertion of missing text. The author, Editor, and editorial staff all read the proofs to ensure accurate publication.

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