

## How to Write for *Multicultural Perspectives: The Official Journal of the National Association for Multicultural Education*

*Multicultural Perspectives (MCP)* is published four times a year by the National Association for Multicultural Education. Many more manuscripts are submitted each year than can be published. Following the guidelines below will enhance the likelihood of your manuscript's acceptance. Articles are reviewed by a panel of reviewers under a blind review process.

**Length:** The length for articles for the section "Advancing the Conversation" is 4,000 to 5,000 words. Articles submitted for other sections should be kept to 3,000 to 4,000 words.

**Format:** All pages should be double-spaced, **including** references and any other material. The title of the manuscript, a word count, and the author's name, affiliation, address, telephone number, fax number, and E-mail must appear on the title page **only**. All subsequent pages must be numbered and include the manuscript title. Do not include author identification on any pages other than the title page. *MCP* follows the *Publication Manual of the American Psychological Association* (5th ed., 2001) style guidelines for publication.

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**What to send:** We will need a final version of your article on a 3.5-inch IBM- or Macintosh-formatted disk using MSWord® or WordPerfect® word-processing software. Please also send FIVE (5) printed copies of full-length articles for the "Advancing the Conversation" section to send to our reviewers or TWO (2) printed copies when sending articles for other sections. Please indicate on the disk label which software program you used, your name, address, and article title. Disks sent in other formats cannot be accepted, and your submission packet will be returned unread.

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Authors' files are copyedited and typeset into page proofs. Authors read proofs to correct errors and answer editors' queries.

**Where to send it:** Articles and reviews should be sent to the editor for each section of *MCP* indicated here.

### "Creating Multicultural Classrooms" and "Personal Perspectives"

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### "Advancing the Conversation"

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**If you aren't sure, send your submission to Penelope L. Lisi:** Editor, *Multicultural Perspectives*, Department of Educational Leadership, Central Connecticut State University, New Britain, CT 06050.

**Writing the article:** Articles and research papers written for "Advancing the Conversation" (feature articles) will be more formal and must include abstracts. Position papers and essays and reviews may be written in a more informal journal style. Here are some additional tips:

- Explain the meaning of all words that may not be understood by the general reader. Remember some readers are new to the education field or may work in a different area of education or discipline. Write out the meaning of acronyms you use every day.
- Use practical examples to support key points.
- Our goal is to provide useful, interesting information about multicultural issues to a broad range of readers in a variety of academic disciplines and educational and work settings.
- We only accept manuscripts that have not been published elsewhere. If your article was submitted to another journal and *is* accepted for publication, let us know immediately.

**Graphics/Photographs/Art:** Charts, high-quality photographs, and original art that would complement your article are welcome. Please submit them on separate pages at the end of the manuscript. Consecutively number all graphics/photographs/art and captions and provide callouts in the text. In your captions, provide the names of the people in the photos and explain where the people are and what they're doing. Please provide useful biographical information of the artists and their names and addresses. If you are using the work of another person, please supply us with a signed agreement from the copyright holder that allows us to reprint the material. Material cannot be published without permission.

**What gets published:** *A good manuscript may be accepted for publication, but may not be published immediately because the policy of the journal is to offer a range of articles in each issue.* If your article is accepted but not published immediately, we will inform you that we are holding it for a future issue. Manuscripts requiring extensive revisions will be rejected. We may return your article for revision if we feel that it has promise. You will then have an opportunity to resubmit after making the suggested changes.

**What gets edited:** Most manuscripts are edited. Our reviewers may ask for content and style changes. Lawrence Erlbaum Associates, Inc., publisher of *MCP*, will copyedit for *grammar, punctuation, and format*. LEA will send each author a copy of the edited article proofs for approval before publication.

**Questions?** Contact Francisco Rios with questions regarding "Advancing the Conversation." Contact Penelope L. Lisi with all other questions.