

Career Development and Transition for Exceptional Individuals

Author Guidelines

Published in association with the Division on Career Development and Transition of the Council for Exceptional Children. The journal specializes in the fields of secondary education, transition, and career development of persons with documented disabilities and/or special needs. Published three times per volume year.

Types of Manuscripts

Manuscripts that are original quantitative and qualitative research, scholarly reviews, and program descriptions and evaluations are published in CDTEI. Manuscripts should be written in the active voice. For descriptions of research or evaluation studies, (a) the research or evaluation method must be connected closely to the question(s) being addressed and (b) the setting, participants, and procedures should be described in sufficient detail to allow for possible replication. All manuscripts should include recommend-dations for secondary education and transition practice that could be applied at the system, program, or individual level.

Consideration for publication can be given to material that has previously had limited circulation elsewhere. If an article has appeared previously in any form, authors must clearly indicate this in their cover letter. Include copies of potentially duplicative material that has been previously published and provide links to duplicative material on the Internet. Failure to disclose the existence of duplicate material may represent a violation of copyright. Upon acceptance for publication, copyright is transferred to the Hammill Institute on Disabilities. Authors should not republish the material in any form without written permission from the Institute.

Manuscript Preparation

NOTE: Guidelines specified in the *Publication Manual of the American Psychological Association* (6th edition, 2010) should be followed. Pay particular attention to the sections concerning guidelines for nonsexist language, avoiding ethnic bias, and disabilities. The editors also recommend that authors review and follow the guidelines for quality research reported in the special issue of *Exceptional Children* (2005, Volume 71, Issue 2) titled "Criteria for Evidenced-Based Practice in Special Education" (see http://education.uoregon.edu/grantmatters/pdf/DR/Exec_Summary.pdf).

NOTE. Authors for Whom English Is a Second Language: It is highly recommended to have a colleague or copyeditor who is fluent in English review the manuscript before submission.

General

- Authors must submit a SEPARATE TITLE PAGE FILE with (1) article title; (2) first name, middle initial, and last name of each author, with highest academic degrees; (3) names of institutions to which each author is affiliated, along with complete addresses AND email addresses; and (4) any acknowledgments, financial disclosure information, author notes, and/or other text that could identify the authors to reviewers.
- 2. Format: 8½ × 11 in. document; 1-in. margins; double spacing, left alignment, Times New Roman, 12-pt. type. Include title & abstract.
- 3. Heads: Do not use small capital letters.
- 4. Place figures in separate files. Tables may appear at end of main text file. Tables should be double-spaced; please use Word's table functions. All tables and figures must be cited in text.

- 5. Use tab key and centering functions for head alignment, paragraph indents, and so forth. DO NOT USE THE SPACE BAR.
- Use endnotes sparingly. Number with Arabic numerals starting with 1 and continuing through the article. Example: (see Note 1). NO footnotes.

Artwork

Figures must be production-ready. Because most art will be reduced to fit, use bold type that is large enough to be reduced and still be readable, and make sure rules/tick marks are at least 1 pt. Acceptable electronic formats for art: TIFF, EPS, Word, or Excel. For scans/photos, download the SAGE Image Resolution Guidelines from the Instructions & Forms link at http://mc.manuscriptcentral.com/cdei. If you have trouble when loading Excel files, copy and paste them into a Word document.

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Manuscript Submission

Submit electronically: https://mc.manuscriptcentral.com/cdtei Log in, or click the "Register Here" option in top right corner if you are a first-time user. Once logged in, click on Author Center. Have the following available before starting submission: manuscript files, including separate title page; all coauthors' full names and e-mail addresses; # of figures, # of tables, # of manuscript pages. Click the "Submit a Manuscript" link and follow the submission steps. A guide is available on the main page under "Resources," User Tutorials.

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