# HAMMILI INSTITUTE ON DISABILITIES

## INTERVENTION IN SCHOOL AND CLINIC

## **Author Guidelines**

Published in association with the Council for Learning Disabilities. *Intervention in School and Clinic* (ISC), a practitioner-oriented journal, provides practical, research-based ideas to educators who work with students with learning disabilities (LD) and emotional/behavioral problems. Emphasis is on strategies and techniques that can be easily implemented in school or clinic settings and that address the multifaceted needs of students with LD and E/B problems. Manuscripts should target curricular, instructional, social, behavioral, assessment, and vocational strategies and techniques and have direct application to the classroom setting. Published 5 times/vol. yr.

### Types of Manuscripts (# manuscript pp in parentheses)

- Feature articles should discuss one specific technique/strategy that can be implemented in school or clinic settings. Language should be "user friendly" to facilitate educator use of discussed strategies. In addition, examples that clarify content are encouraged. Rather than an extensive literature review, overview in one paragraph (a) the need for the technique/strategy and (b) types of students who would benefit from it. Include a thorough topic description and a brief overview of how to evaluate effectiveness. References of data-based materials should be listed at article end. Reproducible items, photographs, and tables that easily illustrate article content are encouraged. (9–18 pp)
- Behavior Management identifies problem behavior and provides analyses of the causes, along with strategies for teachers, parents, and students to apply to the situations. (3–5 pp)
- Collaboration Column discusses opportunities for collaboration in a variety of settings; also describes particularly effective collaborations and partnerships. (3–5 pp)
- Current Topics in Review reviews current and emerging topics of interest to practitioners. (3–10 pp)
- Diversity Dispatches covers diversity issues that affect educators and service providers of students with disabilities. (3–5 pp)
- Global Perspectives focuses on work with students with LD or EBD from an international viewpoint. We welcome manuscripts from around the world. Manuscripts must be written in English. (5–10 pp)
- An Interview With . . . provides readers with perspectives from an educator, a student with special needs, an administrator, a parent, or a leader in the field of special education. The author will discuss research, professional opinion, and other topics related to current issues and trends.
- Policy and Law Briefs provides explanations and implications for existing laws and legislation that affect the field of special education; offers updates on new legislation under review. (3–5 pp)
- Teacher Education offers evidence-based suggestions concerning training, recruitment, and retention of teachers to work with students in the field of special education. Focus is on innovation in the field of teacher education. (3–5 pp)
- Technology Trends reviews recent software or innovative uses of technology with students with learning disabilities and emotional/ behavioral problems. (5–10 pp)
- What Works for Me offers suggestions from practitioners on instructional strategies, lesson plans, and management techniques designed to help learners with LD and emotional/behavioral problems profit from instruction in a variety of educational settings. (2–10 pp)

#### Manuscript Preparation (please read carefully)

Guidelines specified in the *Publication Manual of the American Psychological Association* (6th edition, 2010) should be followed. Pay particular attention to the sections on non-sexist language, avoiding ethnic bias, and disabilities. *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 e-mail addresses; and (4) any acknowledgments, financial disclosure information, author notes, and/or other text that could identify the authors to reviewers.
- **2. Abstract:** For all manuscripts, *including Departments*, please provide an abstract and keywords on p. 1 of the main text file.
- **3. Format:** 8½ × 11 in. document; 1-in. margins; double spacing, left alignment, Times New Roman, 12-pt. type. Include title and abstract.
- 4. Heads: Do not use small capital letters.
- 5. Tables: Put tables in a separate file, with each starting on a new page. Tables should be double-spaced; please use Word's table functions. All tables must be cited in text. Follow the guidelines in the APA Publication Manual. Make sure you construct your table properly in regards to (a) length/descriptiveness of title, (b) structure of headings, and (c) style for different types of table notes. Pay particular attention to the content and set up of column heads and subheads (see APA, p. 145).
- **6.** 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 should be separate files, with each figure on a new page or file. Figures must be **black and white only** and 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/isc** 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/isc Log in, or click the "Create an Account" option in blue bar in upper right if you

are a first-time user. Once logged in, click on "Author." 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 "Start New Submission" link in box at left (if 1st time submitting the article) and follow the submission steps. A guide is available on the main page under "Resources," User Tutorials.

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