

## **The Journal of Best Practices in Health Professions Diversity - Manuscript Guidelines**

**Style Guide:** Prospective authors should follow the *Publication Manual of the American Psychological Association, Fifth Edition* (preferred).

All manuscript submissions to the Journal should be in a Word “.doc” file or in a Word-compatible file with top, bottom, left and right margins set to one inch, Times New Roman 12 point font, and double spaced. The body of the paper, title page, references, tables, figures, and author notes should all be contained in a single file. Page numbers should be placed in the lower right corner of all pages. The editors will remove personal and institutional identifiers before circulating the manuscript for blind review.

**Manuscript Submission:** Manuscripts submitted to the Journal should not be currently under review by another Journal or been made available in print (e.g., working paper series) or on the Internet. One copy of the manuscript should be sent as an e-mail attachment to [pvalentine@wssu.edu](mailto:pvalentine@wssu.edu) one Microsoft Word (or Word-compatible) file. Manuscripts submitted to the *Journal* are reviewed on a rolling basis, so authors can email them to [jpvalentine@wssu.edu](mailto:jpvalentine@wssu.edu) at any time they reach closure.

**Manuscript Review:** The editors will acknowledge receipt of manuscripts and send copies of manuscripts to editorial board members for blind review. Authors will be contacted after the review process, a process which generally takes from one to three months. Questions about manuscript guidelines should be emailed to: [pvalentine@wssu.edu](mailto:pvalentine@wssu.edu).

To the Editor letters should not exceed 1000 words including a title page with the authors' full name(s), degree(s), affiliation(s) and the corresponding author's contact information. Letters can have references but do not have an abstract.

Articles should be 8 – 12 pages in length, typed and double-spaced, excluding the title page, abstract, biographical information, and references. The abstract should not exceed 120 words. Identifying information, including names of authors, addresses, phone numbers and E-mail addresses, should be provided in a cover message.

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Book Reviews should not exceed 600 words including author, title, date, publishers, number of pages, cost, ISBN, reference citations, as well as the reviewer's name and institution. Reviews should be single spaced, in a Word “.doc” file, and in Arial 10 point type.

**Tables and Figures:** Authors should adhere to the following Journal-specific guidelines for tables and figures:

- Electronically submitted graphic files must be saved as Windows-compatible graphic files (e.g., BIP, GIF, JPG). Word and WordPerfect tables are preferred.
- Do not allow tables or figures to exceed 35 picas (5 in) in width or 51 picas (8 in) in length.
- Use Times New Roman font on all graphics.
- Double-space all tables for easy editing. Number all tables in the order that they are mentioned in the text. Make sure that all tables are mentioned in text.
- Define all measurement units and abbreviations in table notes.
- Graphics or photographs are considered figures.
- Print tables with vertical and horizontal rules suppressed.