

## Guidelines for Manuscript Submission (updated Oct 2015)

### SUBMISSION

Manuscripts must be submitted electronically as PDFs. To upload a PDF manuscript, cover letter, and other supporting documentation, please go to [www.narea.org/Journal/guidelines.html](http://www.narea.org/Journal/guidelines.html). The information will be transmitted securely and anonymity will be maintained as your submission is transmitted to referees. Questions for the editors may be addressed to the Managing Editor (see [www.narea.org/Journal](http://www.narea.org/Journal)).

### SPECIAL EXPEDITED REVIEW FOR PAPERS CO-AUTHORED BY GRADUATE STUDENTS

The ARER editors have established an expedited review process for manuscripts that are solo authored by graduate students or where a graduate student is the lead author. The process is designed to take less than four months from submission to final decision. The three-step process works as follows.

1. Upon submission, the manuscript will undergo an expedited review such that the authors will receive a decision and reviews within two months (60 days). The same rigorous review process applied to regular submissions will be applied to papers submitted under Expedited Review.
2. If revisions are requested, authors will be asked to complete their revisions and response to reviewers within 45 days.
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Authors who wish to be considered for this expedited review process should indicate a preference for the "Special Expedited Review" in the box entitled "Brief Comments/Instructions to Editor" that is part of the ARER online submission process and in the cover letter to the editors.

### COVER LETTER

The cover letter should indicate that the material is original work, is not being offered for publication elsewhere, is not published elsewhere, and, so far as the author(s) knows, does not infringe on other published material protected by copyright.

### TITLE PAGE and ABSTRACT

On the first page, list the title of the paper, an abstract not to exceed 100 words, and up to eight key words or short phrases (in alphabetical order) describing the content of the manuscript. Funding attribution statements should be placed here.

### TEXT PREPARATION

The manuscript should be submitted as an 8.5 × 11 inch document with 1-inch margins and all material, including references and footnotes, double-spaced. Number footnotes consecutively

throughout the manuscript using superscript numbers. Do not number headings and subheadings and avoid third-level headings.

## STYLE

Refer to the most recent copy of the ARER for basic style and format ([www.narea.org/journal/issues.html](http://www.narea.org/journal/issues.html)).

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All tables and figures should be included at end of the file that contains the text of the manuscript. Each table and each figure should be placed on a separate page. Table titles should be short and descriptive. Do not use color in figures and graphics. Do not include figure captions in the graphic itself. After a manuscript has been accepted, the corresponding author will consult with the technical editor in preparing an acceptable electronic version of the figure or graphic. Other than suggestions by the technical editor, changes to the article (including tables and figures) as accepted for publication by the editor-in-charge will not be allowed at the typesetting stage.

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Use only essential mathematical notation. Avoid using the same character for both superscripts and subscripts, using capital letters as superscripts and subscripts, and using overbars, tildes, carets, and other modifications of standard type. Use character formatting, not equations, for bold (vectors and matrices), italics (variables), and superscript and subscript styles. Do not italicize numbers or Greek letters.

## REFERENCES

List references alphabetically and unnumbered at the end of the manuscript with the heading "References." List only those actually cited. Cite references in the text by the name(s) of the author(s) and the year of publication (Author 2013). Use letters (e.g., 1999a and 1999b) if there is more than one source by the same author or authors in a given year. A style sheet on references and citations is available at [www.narea.org/Journal/guidlines.html](http://www.narea.org/Journal/guidlines.html). Provide volume and issue number for all journal articles.

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