

TAFCS RESEARCH JOURNAL

ISSUE CALL FORMANUSCRIPTS

The mission of the *TAFCS Research Journal* is to facilitate research in Family and Consumer Sciences. For articles to be considered, they need to address the uniqueness of Family and Consumer Sciences. They should not be generic, but focus on the body of knowledge unique to FCS and have direct application to FCS professionals. To obtain a copy of the FCS Body of Knowledge model, go to www.tafcs.org or contact Darlene Hicks at 830-629-5167.

The purpose of the *TAFCS Research Journal* is to communicate research findings to Family and Consumer Sciences professionals who are researchers or who are interested in research. The implications of the research for Family and Consumer Sciences professionals should be emphasized in the manuscripts. Authors should discuss the meaning of the results for the practitioners and researchers as well as how the results may be used.

January 15 is the deadline for manuscripts to be received by the editor for the *TAFCS Research Journal*. Manuscripts may focus on the profession or one of the AAFCS Divisions; they also may be interdisciplinary. The same research may be considered for presentation at the Annual Meeting of TAFCS and the publication in *TAFCS Research Journal*. However, different proposals (following the correct format for each) must be submitted. The journal will include brief reports, reviews of literature, and abstracts of published research as described below. **A \$30.00 publication fee will be required at the time of final revision for each accepted manuscript.**

1. Brief reports are limited to 1250 words in length. This length includes tables and illustrations but excludes references. Brief reports should communicate the results of empirical studies that may address any areas pertinent to the discipline of Family and Consumer Sciences. A reference list must follow the text. Authors are encouraged to submit tables, graphs, and/or charts (as word count allows) to improve readability of the report. **The brief report should clearly address the following criteria:**

- A. Relevancy to Family and Consumer Sciences
- B. Background of problem
- C. Clearly stated purpose
- D. Sound conceptual framework
- E. Appropriate methodology
- F. Useful results
- G. Appropriate conclusions
- H. Implications for Family and Consumer Sciences Professionals
- I. Clear writing style
- J. Logical organization
- K. Appropriate documentation
- L. Observance of submission criteria

2. Reviews of literature are limited to 1000 words in length. This word count *includes* tables but *excludes* references. Papers may review the literature in any

area pertinent to the discipline of Family and Consumer Sciences. A reference list must follow the text. Authors are encouraged to submit tables, graphs, and/or charts (as word count allows) to improve readability of the paper. Follow the formatting guidelines in the most recent APA publication manual.

3. Abstracts of research published by national, refereed journals are limited to 200 words. The abstract should present a clear and concise statement of the problem, sample description, procedures, results, conclusions and implications of the work as well as complete journal citations.

4. Listings of research grants received in the past years. The listing should include the title of the research, principal investigator(s), institutional affiliation(s), funding source and amount, subject matter category and AAFCS membership number(s) with expiration date(s). If a co-researcher is ineligible for membership in AAFCS/TAFCS, indicate as such.

5. Other formats which do not follow one of the categories listed above will be considered by the editor. Please include in the cover letter an explanation of how the submission might relate to the journal.

Guidelines for Submitting a Brief Report, Review of Literature, Abstract or Listing of Research

The principal author of brief reports, reviews of literature, or abstracts published in the *TAFCS Research Journal* must be a member of AAFCS/TAFCS. Secondary author(s) eligible for membership in AAFCS/TAFCS must be members of the American Association of Family Consumer Sciences. If the co-author is ineligible, this fact should be indicated on the information sheet. Brief reports should not have been published previously. Manuscripts should be prepared for blind review in accordance with guidelines contained in the latest publication manual of the American Psychological Association. Include the title but not the author name(s) on the manuscript.

1. Prepare a cover page clearly titled *Submission for Brief Report, Review of Literature, Abstract, Listing of Research, or Other (please describe)*.

Include the following.

- A. Title of the submission
- B. Name(s) of ALL author(s). Include titles (Example: Name, Ph.D., Associate Professor). Also include email, telephone number, institutional affiliation and AAFCS membership number with expiration date for each author. If a co-author is ineligible, please explain.
- C. The editor will communicate with only one author. Please list the name and email address that should be used to confirm receipt of submission, decision of reviewers and any other notices during the review process.
- D. AAFCS Division category which best describes the topic:
 - International
 - Art and Design
 - Family Economics and Resource Management
 - Family Relations and Human Development
 - Housing and Environment
 - Apparel and Textiles
 - Education and Technology
 - Communications
- E. Statement of agreement to submit \$30.00 publication fee with final revision in manuscript is accepted for publication.
- F. Save this file using the last name of the contact author and the words "Cover Page." For example: VanBeberCoverPage.doc"

2. Format the manuscript as follows. Thus, if the manuscript is accepted, authors will have fewer revisions prior to publication.

- Prepare manuscript in Microsoft Word. Save your document using the last name of the contact author and the first three words of the manuscript. For example: Kennon Food Safety Principle.doc.
- Center manuscript title and type bold, all caps, 18 point.
- Select 18 point type size for title; select 10 point type size for remainder of manuscript.
- Set left margin at 1" and right margin at 1".
- Set top margin at 1" and bottom margin at 1".
- Double space document text and references (will single space manuscript later if accepted for publication).
- Use standard 5-space paragraph indentions.
- Omit page numbers.
- Use bold typeface for title and subheadings.
- Begin text 4 lines below author names.
- Follow APA format for subheading levels.
- Indicate within manuscript where illustrations should be placed (tables, figures, graphics, etc.); follow APA format; document with figure/table number and caption.
- For each graphic, photo, table, or diagram, the author must provide a clear JPG or PDF file.
- Avoid severe reduction of illustrations when legibility suffers.
- Secure necessary permissions from other authors or publishers; if your manuscript requires permissions, be sure to include and essential credit lines.
- Follow APA format for references within text (author-date) and also in reference list where each entry is indented.

- 3. Submission deadline is midnight, January 15.** Submit manuscript by email to hec_hhg@shsu.edu. Type "TAFCS Journal Submission" in the email subject heading. Attach the following: (1) cover page, and (2) the manuscript (JPG or PDF graphics or illustrations may be separate attachments). If submitting more than one manuscript, please send separate emails for each submission. If you do not receive confirmation of receipt within 3 days of emailing your manuscript, contact Harriet Griggs at 936-295-9475 or hec_hhg@shsu.edu.

NOTE: If any part of the submission does not meet the guidelines, it will be rejected.