

## PEER REVIEW SUBMISSIONS GUIDELINES

In order to provide higher quality professional resources, *Collaborations* accepts submissions for peer review. Please read the guidelines below prior to submitting a manuscript.

### Manuscript Guidelines for Collaborations

Three times a year, the Louisiana Early Childhood Association publishes a journal, *Collaborations*. *Collaborations* supports high quality childcare and early childhood education by publishing useful and relevant articles for early childhood professionals. Some issues of the journal may contain peer-reviewed articles. Our deadlines are as follows:

- Spring-March 15,
- Summer/Fall-June 15, and
- Winter- November 15.

IF YOU WISH TO SUBMIT A MANUSCRIPT FOR PEER REVIEW, PLEASE SUBMIT IT AT LEAST 4 WEEKS PRIOR TO DEADLINE TO ALLOW TIME FOR REVIEW.

### Topics

Manuscripts published by LAECA address both the continuing interests of early childhood professionals and emerging ideas and issues in the field. Each quarterly issue has a theme. A list of themes is published in advance in the journal, on our webpage, or can be obtained from the editor at [jordank@nsula.edu](mailto:jordank@nsula.edu). "Off topic" articles will be considered if they are of sufficient interest and quality. Current research and theory must be cited as a basis for making recommendations for practice. You may wish to acquaint yourself with past issues of *Collaborations* before submitting an article for review or publication. Please see our LAECA website for an archived edition of the journal to peruse style and focus.

### Manuscript Preparation

Authors are encouraged to submit readable, practical manuscripts that reflect and advance the knowledge base of the profession. Manuscripts for peer review should be prepared in current APA style (2019). This style includes: typed, double-spaced, 1-inch margins, and cover page with a working title, authors' full names, degrees, affiliations, and mailing address (including email address) for the lead author. A name should be included on cover sheet only. If your article is not for peer review, but simply for publication consideration, please be sure it is legible, with 1-inch margins. High quality photographs or other graphics which enhance the text may be submitted for publication consideration as well. Please limit these to four (4) per manuscript. Please submit manuscripts as e-mail attachments to expedite the review process. Send email correspondence and attachments to [ChristyH@aol.com](mailto:ChristyH@aol.com). Manuscripts will be reviewed and processed electronically.

### Review Process

At least three reviewers and the Editor will read submitted journal manuscripts that appear to meet LAECA's publication criteria to assure that the content is meritorious and reflects LAECA

positions. Authors are notified of the status of their manuscript after a decision has been reached. Manuscripts may be rejected, revisions may be requested, or material may be accepted for editing and publication. LAECA maintains the rights to edit, design, illustrate, and publish each accepted manuscript. Authors will retain the copyright. Manuscripts are edited to assure accuracy, readability, clarity, completeness, and consistency of text and references. The Editor may communicate with the lead author during this process. Lead authors are asked to approve the edited manuscript for accuracy before production begins. After publication, authors receive a complimentary copy of the journal as an expression of thanks from LAECA for their contribution to the profession.