



KANSAS ASSOCIATION OF
Health • Physical Education • Recreation • Dance

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KAHPERD Leaders Advocate
on Capital Hill

AUTHOR GUIDELINES

The KAHPERD Journal is published for the benefit of its membership. The Journal contains refereed, non-referred articles and original research, intended to inform and educate its membership. The Journal serves as a medium for member expression and as an avenue for professional publication.

Manuscripts submitted to the *Journal should* not be submitted simultaneously to other publications. Acceptance is based on significance to the KAHPERD membership, originality of material, validity, and adherence to the prescribed submission requirements stated below.

Manuscript Preparation

Prepare the manuscript in a Microsoft word-processing format, using an 8.5-by-11-inch page set-up with 1-inch margins. Double-space the entire manuscript, including references and quotations and number the pages. All manuscript submissions are to use the following text style and formatting:

Font: Times New Roman Font Size: Title 16, Authors 9, Body 12, References 8, Tables 10

Manuscript Submission

Manuscripts are to be submitted by email attachment as a Microsoft file, pdf's and email text are not acceptable. All submissions must include a cover explanation in which the author must indicate if they are requesting the manuscript be peer reviewed and considered for the referred section of the Journal.

Manuscript Content

Manuscript length should generally be limited to between 4 and 16 pages double spaced. Simple, straightforward writing—concise, logical, and clear—is best. Authors are encouraged to focus the manuscript content, use examples, capture readers' interest, and stimulate their thinking. Avoid educational jargon and passive voice, vary sentence structure, and keep paragraphs short. Authors are encouraged to have colleagues review manuscripts before submission.

If the manuscript is to be **peer reviewed** for publication, the authors should include an abstract of 100 words or less.

References. Check all references; authors are responsible for accuracy. Printed references are preferred over web references. For reference style, follow the *Publication Manual of the American Psychological Association (5th ed.)*.

Illustrations. Submit tables, charts, drawings, and graphs in the body of the manuscript as to where they should appear in publication. The editors of the *KAHPERD Journal* reserve the right to alter the placement of the illustrations to fit the available space and format of the Journal.

Photographs. *KAHPERD* encourages authors to submit digital photographs in an effort to illustrate and/or enhance their manuscripts. If photographs are not taken by the authors, include the name and affiliation of the photographer with the photograph. Include a brief description of the activity depicted in the photograph. Photos should be saved at 300 dpi or with the largest possible dimensions. Do not paste digital photos into the text file, simply indicate their placement with a text box.

The Review Process

The editors reviews all manuscript s for appropriateness of topic and conformance to *Journal* writing style. If the topic and style are deemed appropriate, article submissions are sent to selected reviewers.

Publication

Accepted manuscripts are printed in the earliest appropriate and available issue following acceptance. Authors receive two complimentary copies of the issue in which their article appears.

Reprinting. Authors have permission to reprint their own article as long as credit is given to the Journal for publication date and issue.

Penalty for Plagiarism

If it is determined that a manuscript incorporates plagiarized material, the following actions will be taken: (1) the author will receive a formal reprimand from *KAHPERD*; (2) a copy of the reprimand will be sent to the author's institution or place of employment; and (3) the author will be precluded from submitting articles to *Journal* for two years following the infraction.

**KANSAS ASSOCIATION OF
HEALTH, PHYSICAL
EDUCATION, RECREATION
AND DANCE**

Department of HHP
600 Park Street
Fort Hays State University
Hays, Ks 67601

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