

Research and Practice for Persons with Severe Disabilities

AUTHOR GUIDELINES

Purpose

Research and Practice for Persons with Severe Disabilities (RPSD) is a quarterly journal published by TASH (formerly The Association of Persons with Severe Handicaps) that addresses issues and concerns relating to or relevant for persons with severe disabilities across the lifespan. RPSD publishes articles that report original research; comprehensive literature reviews; analyses of policy; conceptual and practical position papers that offer new directions; and descriptions and examinations of innovative practices, programs, and models of service delivery.

Types of Articles Published in RPSD

The journal primarily publishes six types of articles.

1. **Original Research Studies**, include experimental (group comparison and single case), quasi-experimental, descriptive, correlational, qualitative, and mixed methods designs. *Length: 25-35* double-spaced pages, including abstract, references, tables, and figures.
2. **Literature Reviews**, provide a systematic review of a body of literature. *Length: 25-35* double-spaced pages, including abstract, references, tables, and figures.
3. **Policy Analyses**, provide a critical analysis of policy issues. *Length: 25-35* double-spaced pages, including abstract, references, tables, and figures.
4. **Brief Reports**, include, but are not limited to, data-based descriptions of innovative practices, curriculum evaluation reports, replication studies, reports on personnel preparation programs, and time series case studies. *Length: 12-15* double-spaced pages, including abstract, references, tables, and figures.
5. **Exchange**, presents reader perspectives on important issues in the field related to research and practice (e.g., current controversies, new developments), responses to articles published in RPSD and other sources, and personal experiences as a participant in the disability field. Perspectives from all RPSD readers are encouraged (e.g., self-advocates, family members, teachers, researchers, policy-makers). *Length: 12-15* double-spaced pages, including abstract, references, tables, and figures.
6. **Book Reviews**, discuss the content and perspective of a book in relation to critical developments in the field. Book reviews are solicited by invitation only; however, persons interested in completing such a review may contact the editor. Publishers wishing to submit a book for possible review need to send two copies to the editor. Only current year books are reviewed. *Length: 6-10* double spaced pages.

Writing for RPSD

Manuscripts written for RPSD should focus on persons with severe disabilities (i.e., individuals with significant and ongoing support needs) and include implications for research and practice that are relevant to persons with severe disabilities. Although manuscripts may address a broader population that extends beyond individuals with severe disabilities, there must be clear and distinguishable findings reported for individuals with severe disabilities.

RPSD emphasizes ecological and educational validity in the content of the journal. Applied research conducted in natural, inclusive settings is likely to be more relevant to our readers than research conducted in highly artificial, controlled, and segregated settings. Authors are encouraged to provide evidence of research methods that adhere to quality indicators for research (e.g., see *Exceptional Children*, 2005, v. 71, no. 2). In addition, research involving human subjects should include a statement within the method section that confirms IRB approval was obtained prior to conducting the study.

Manuscript Preparation

All manuscripts should be prepared in accordance with the guidelines specified in the *Publication Manual of the American Psychological Association* (APA, 6th edition, 2010).

- **Format.** Manuscripts should be typed, double-spaced, on 8 ½ X 11 inch paper, with 1-inch margins, and Times New Roman 12 point font. Tables may be single or double-spaced. A separate file should be created for each of the following: a) title page, b) abstract, main document, and references, c) tables, and d) figures. Files should be saved in Microsoft Word and should not contain any author-identifying information.
- **Artwork.** Figures must be production-ready. Rules/tick marks should not be smaller than 1 point. Use bold type that is large enough to be reduced. Acceptable electronic formats for artwork include TIFF, JPEG, PNG, EPS, PDF, PPT, Excel, and Word. Scans/photos must be at least 300 dpi. At lower resolutions these items will have a very poor print quality even if they look crisp and clear on a printout.
- **Permissions.** Written permission to reprint or adapt figures, tables, artwork, and other material from another source must be obtained prior to publication of an article. The author is responsible for obtaining permission and paying any fees assessed by the copyright holder.
- **Language.** Reference to individuals with disabilities should conform to the General Guidelines for Reducing Bias described in the APA manual (2010). All RPSD articles will be edited to adhere to TASH policies on language, which are available from TASH Executive Offices: TASH, 2013 H Street NW, Washington, DC 20006; Phone: 202-540-9020; Email: info@tash.org
- **Statement of Ethics.** The opinions expressed in the journal are those of the authors and do not necessarily represent those of the editor, editorial board, TASH

Board of Directors, and the TASH Staff. Authors are encouraged to be respectful of all authors they cite or persons to whom they refer, and are advised not to reveal any personal information about these persons that is damaging or hurtful.

Manuscript Submission

Manuscripts should be submitted electronically through the online submission system, SAGE Track. Please go to <http://rpsd.sagepub.com> and click on “Submit a Manuscript” to find author guidelines and submission instructions. Additional guidelines or questions regarding the submission process may be directed to Stacy Dymond, Editor, at sdymond@illinois.edu or via telephone at 217-244-9763.

Review Process and Editorial Decision

Manuscripts submitted to RPSD are screened to determine a) appropriateness for the journal, b) conformation to APA guidelines, and c) adherence to page limits. If a manuscript meets these criteria, the editor assigns the manuscript to an associate editor who becomes the editor-in-charge (EIC). The EIC sends the manuscript out for blinded review to two to three editorial board members, each of whom is selected for their particular expertise. A guest reviewer may also be invited to review the manuscript. Once all reviews have been returned, the EIC makes a decision about the manuscript taking into consideration the feedback from the reviewers, the EIC’s own assessment of the manuscript, and the perceived importance, timeliness, and contribution of the manuscript to the field of severe disabilities. Decisions include: (a) publish, (b) publish with revisions, (c) do not publish/invite revisions, and (d) do not publish. The editorial decision is communicated to the corresponding author along with a summary that supports the decision. The review process takes from 3 to 4 months. Manuscripts accepted for publication are published ahead of print on SAGE Online First.

Additional Information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the RPSD editorial office as follows: Stacy Dymond, Department of Special Education, 1310 S. Sixth Street, 288 Education Building MC-708, Champaign, IL 61820; telephone: 217-244-9763; email: sdymond@illinois.edu