

Review of Educational Research
RER Formatting Requirements and Common Formatting Errors Checklist
Dr. P. Karen Murphy (Editor)

Before uploading a submission, authors should make sure the style of their manuscript aligns with the *Publication Manual of the American Psychological Association*, 7th ed., 2020, available [here](#).

Submissions to RER should include (a) a separate **title page** that is not blinded with an Author Note, (b) the **main manuscript**, which includes a BLINDED title page, an abstract with keywords at the bottom, and tables and figures, (c) a **cover letter**, and (d) **author bios**. In this checklist, we provide guidelines that authors should consider when preparing their main manuscript and cover letter for submission. We strongly encourage authors to supplement this checklist with examples of specific reference types, tables, and figures included in the 7th edition of the APA Publications Manual referenced above. Please also note that submissions should be in Microsoft Word; please do not upload PDF files.

COVER LETTER

- Please include a cover letter submitted as a separate file indicating that all authors agree with the content of the manuscript and authorship order as well as assurances that the submission represents your own work and is not under review elsewhere (see Chapter 12 of the APA Publications Manual and the AERA publication guide and ethics statement for more information). Any exception will need to be approved by the editors prior to submission.

BLINDING

- Please blind any work of limited circulation (e.g., forthcoming, in press papers, manuscripts under submission, unpublished) that would point to the author(s), both in the body of the manuscript and the reference list.
- Publications already in the extant literature (e.g., books, book chapters, journal articles) should be cited normally, but authors should include self-citations judiciously.
- Use “Author” or “Authors” for blinded citations and place these alphabetically in the reference list and not where the author’s actual name would typically appear.
- Please double check that the author’s name has been removed from the document’s Properties, which in Microsoft Word is found in the File menu; select “File,” “Check for Issues,” “Inspect Document,” and remove the “Document Properties and Personal Information.”

GENERAL FORMATTING

- Manuscripts should NOT exceed 65 pages, *including* title page, abstract, references, tables, figures, appendices, and notes. Note that large data tables or appendices could be

submitted as “Supplementary File for Review,” which will only appear online and do not count toward the 65-page limit.

- Please use 12-point Times New Roman font throughout the text of the manuscript, including headers and page numbers.
- Leave uniform, 1-inch margins on ALL sides of every page.
- Number pages consecutively in the top right-hand corner of the header of every page, beginning with the blinded title page.
- Include a running head in all-capital letters that reflects an abbreviated (i.e., 50 characters or less) title in the top left-hand corner of the header of every page. Use the same running head on every page; do NOT include “Running head:” in the running head of the title page.
- Double-space all text including the title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices; do NOT add additional spaces or blank lines between paragraphs or sections. Tables and Figures should be formatted in a way that communicates the data effectively – it may be appropriate to use single-spaced, one-and-a-half-spaced, or double-spaced text within tables or figures.
- Align the body of the manuscript to the left-hand side of the page; do NOT justify the text so that the spacing between words is uneven and lines are flush with the right and left margins.
- Indent the first line of each paragraph by one-tab key (i.e., 0.5 inch).
- Include a single space before and after statistical symbols and abbreviations such as =, <, *p*, and so on.
- Use APA style headings; do NOT underline text (see p. 47 of the 7th edition of the APA Publications Manual for more information).
- Use footnotes or endnotes sparingly and always consider if they can be incorporated into the body of the manuscript.
- Similarly, please use bulleted and numbered sentences sparingly and consider whether they can be incorporated as connected discourse.

TITLE PAGE

- Please include a BLINDED, double-spaced title page in the main document with no identifying information.
- Label the title page “1” in the top right-hand corner of the page header using 12-point Times New Roman font.
- Please use a page break to separate the title page from the page including the Abstract.

ABSTRACT

- Please include an abstract on its own page following the title page.
- Label the Abstract page “2” in the top right-hand corner of the page header using 12-point Times New Roman font.

- Label this page “**Abstract**” using a Level 1 heading (i.e., centered and bolded) at the top of the page.
- Format the abstract as a paragraph without indentation.
- Include three to five keywords, the terms that researchers will use to find your article in indexes and databases underneath of the abstract (see p. 38 of the 7th edition of the APA Publications Manual for more information).
- Please use a page break to separate the abstract from the body of your manuscript.

INTRODUCTION

- Please begin the introduction on a new page following the title page and abstract (i.e., page 3).
- Label this page with the title of the paper as a Level 1 heading (i.e., centered and bolded); do NOT use “Introduction” rather than or in addition to the title of the manuscript.
- Please double check that all other headings in the introduction should be Level 2 or lower.

METHOD

- Please label this section as a Level 1 heading (i.e., centered and bolded).
- All other headings in the Method should be Level 2 or lower.

RESULTS

- Please label this section as a Level 1 heading (i.e., centered and bolded).
- All other headings in the Results should be Level 2 or lower.
- Please double check that all appropriate statistical elements (e.g., $p < .001$, $n = 25$, $N = 200$, $d = .67$) are italicized (see Chapter 6 of the 7th edition of the APA Publications Manual for more information).

DISCUSSION

- Please label this section as a Level 1 heading (i.e., centered and bolded).
- All other headings in the Discussion should be Level 2 or lower, including Conclusion.
- Please insert a page break to separate the Discussion from the reference list.

REFERENCES

- Please begin the reference list with “**References**” as a Level 1 heading (i.e., centered and bolded) at the top of a new page following the body of the manuscript.
- Ensure that ALL works cited in the body of the manuscript are reflected in the reference list.
- Include DOIs formatted according to the International DOI Foundation’s current recommendations.

- Include a single space after each period in the Author’s initials in each cited work.
- Use an en dash (–) and not a hyphen (-) between numbers in the reference list.
- Format the reference list using a 0.5 hanging indent.

TABLES

- Please place tables after the reference list and before the figures; do NOT include tables in the body of the text or use the “Place Table 5 here” convention. Tables will be placed nearest to where they are mentioned as appropriate during copyediting.
- Number each table according to the order in which it appears in the body of the text (i.e., **Table 1**, **Table 2**, etc...) in bold and flush left above the table they are in reference to.
- Include a table title below the table number in italics with all important words capitalized; do NOT put a period after the title of the table.
- Tables should have no vertical lines, and horizontal lines should be used only for separating sections reporting different information.
- Please number supplemental tables to be published online Table S1, Table S2, etc., and refer to them as such in the text, indicating in parentheses (online only).

FIGURES

- Please place figures after the tables; do NOT include figures in the body of the text or use the “Place Figure 5 here” convention. Figures will be placed nearest to where they are mentioned as appropriate during copyediting.
- Number each figure according to the order in which it appears in the body of the text (i.e., **Figure 1**, **Figure 2**, etc...) in bold and flush left above the figure they are in reference to.
- Include a figure title below the figure number in italics with all important words capitalized; do NOT put a period after the figure title.
- Please number supplemental figures to be published online only Figure S1, Figure S2, etc., and refer to them as such in the text, indicating in parentheses (online only).