

# ReVision Author Guidelines

April 2021

Authors should submit their articles to the Issue Editor following these broad guidelines. In case of questions, contact your editor.

- **Authors:** Please include your email address in your manuscript.
- **Length:** Articles are generally between and 3,000 and 10,000 words in length.
- **Format:** All text files must be submitted in MS Word or Rich Text format (.doc, .docx, or .rtf).
- **Style:** All articles must be received fully edited and conforming to **APA Style** (7th edition, 2019) with a complete and edited list of references. It is the Editor's responsibility to proof the articles on this count (including the reference list). This means that all major issues are resolved (such as most spelling, grammar, citations, and bias issues). Text citations and reference lists must be in APA style. Manuscripts that are not in APA style will be returned for revisions. Particular attention should be given to media citations (internet, newspaper, etc.). We are happy to provide examples.

For helpful information regarding APA style go to:

<http://www.scribd.com/doc/37991/OWL-at-Purdue-University-Using-APA-Format>

Make sure to use the information for the 7th edition.

- **DOI:** If any of the references have Digital Object Identifiers (DOI), please include them as per APA reference style. We will link out to all these in the electronic version of ReVision.
- **Abstract:** All articles must be submitted with an APA-style abstract of 120 words or less.
- **Bio:** All articles must be submitted with a three or more sentence bio of the author(s); 100 words or less. (See past ReVision issues for examples.) Include in the bio the contact information you would like to see published. This information should be part of the manuscript document (not a separate file).
- **Pull Quotes:** The author should submit suggestions for pull quotes for the article at the rate of at least one pull quote per 1,000 words. More pull quotes to choose from is preferred. Pull quotes should be brief and pithy – no complex sentences or use of concepts that cannot be understood without reading the article. Pull quotes will be finalized by the Issue Editor and Managing Editor. Pull quotes should be included as part of the manuscript document (not a separate file). Pull quotes may be used on our social media sites.
- **Art: Please consider what photography or illustrations may offer visual enhancements to your article.** All illustrations or photos that are part of the manuscript must to be submitted as separate high quality .jpg files, as close to the original version as possible. Do not crop, adjust colors, or otherwise manipulate the image. Full color images are preferred, but black-and-white are acceptable (B/W will appear in the print version; color on the website).

Please let us know who owns the copyright to the image. Use the [Assignment of Copyright](#) form.

If the art needs to be close to a particular block of text, please indicate in the text with brackets: [IMAGE1 GOES HERE].

Provide the Title, Attribution, and Caption (if any) to be used with the art.

**Poetry:** ReVision welcomes submissions of well-crafted poetry. By their nature, poems may have a free-form structure. Within the bounds of our publication standards, we will try to retain your poetry's layout, but we reserve the right to alter it for space considerations. The author will have final approval of its appearance. You are welcome to submit art or photography to accompany your poetry. If you submit none, ReVision may use an appropriate image of our choosing from our archives to use with your approval, or it may appear with no accompanying imagery at our

discretion.

- **Contact information:** Issue Editors need to provide direct email addresses of all authors as well as mailing addresses and phone/fax numbers. The Production Manager will always cc Issue Editor(s) on “sticky” issues, such as disagreements, tardiness, “feedback,” bias, etc.
- **Quotations:** Authors must insure that all quotations (poetic and otherwise) follow fair use guidelines.
- **Formatting:** Do not attempt any heavy formatting. The article will be formatted to our standards during the layout process and any existing formatting will only get in the way.

Do not indent the first line of paragraphs.

Do not use spaces to position text.

Do not use double spaces after a period.

However, please do use the following formatting options in your manuscript submission:

Separate paragraphs by adding a line space.

Use standard fonts (e.g., Helvetica, Arial, Times New Roman).

You may style your text with Italics, but avoid using Bold or Bold Italics.

You may use bulleted lists and numbered lists.

You may use tables formatted in Word.

You may use footnotes but if possible, use the *endnotes* option.

Block quotes are required for quoted material of more than 40 words (APA), and need to be CLEARLY set off, with a hard return prior and after, and the left margin indented. In Word, use the “Increase Indent” command, or place bracketed text [BEGIN INDENT] and [END INDENT] before and after the paragraphs.

- **Submission: All the above textual material (not graphics) should be submitted as a single file in the following order:**

Title (and subtitle, if any)

Author

Abstract

Bio

Article (with reference list)

Numbered pull quotes, e.g., [PQ1] “Text of pull quote.” Place the bold-face identifier [PQ1] in the manuscript near the referenced text, set off by a paragraph return before and after.

Social media quotes and images.

- **Review Process: ReVision is a peer-reviewed journal.** Following initial acceptance by the Issue Editor, your article will be submitted for a blind review by two qualified readers. All articles must have undergone the peer review process before final editing and submission to the Editor. In addition to the Issue Editor, at least two experts with an appropriate background will likely review each article (these reviewers need to be outside of the contributors to the issue). Please suggest two potential peer reviewers for your article when it is first submitted. Please contact the Editor for any questions about the appropriateness of the reviewers or suggestions for reviewers.
- **Proofreading:** Once the layout for an individual article is complete, each author will receive a PDF file with instructions for feedback. This is the final review. **Note: This is not the time to edit – corrections only, please!** An immediate turn-around is expected at that point.
- Issue Editors will also receive the complete issue as a PDF file and it is crucial that they attend to

all details – from cover to front matter to content. The burden for accuracy lies with the editors, since many mistakes can only be discovered by them.

- **Copyright:** All editors and authors are advised to review the *[Assignment of Copyright](#)* form. All authors and editors receive two free print copies in addition to free access to ReVision online materials. All ReVision articles (beginning with Vol. 30) are available electronically via our website ([revisionpublishing.org](http://revisionpublishing.org)) or via EBSCO.
- **Electronic Publication:** Your ReVision article cannot be published simultaneously in another electronic internet site. It is suggested that authors link to [revisionpublishing.org](http://revisionpublishing.org) and their articles from their personal website.