

Published quarterly in association with the Division on Autism and Developmental Disabilities, Focus addresses issues concerning individuals with developmental disabilities (DD) such as autism, mental retardation, and cerebral palsy. Manuscripts reflect a wide range of disciplines, including education, speech–language pathology, physical therapy, occupational therapy, psychology, medicine, and social work. Focus strives to be responsive to professionals and families of individuals with DD. Because the intent is improving the lives of these individuals, the editorial staff seeks manuscripts that disseminate the results of empirical research and strive to provide a forum for professional discussions from diverse philosophical and theoretical perspectives.

### Types of Manuscripts

Published are 3 types of full-length manuscripts (15–30 double-spaced pages): (1) original research reports; (2) reviews and interpretations of professional literature; and (3) theoretical papers, conceptual statements, and position papers; and 2 types of short manuscripts (2–10 double-spaced pages): (1) replication of prior research findings and controlled data-based case studies, and (2) book reviews. **Page counts must include title/abstract page, references, main text, and all table and figure pages.**

**Original Research Reports** describe investigations related to an aspect of understanding and meeting the needs of individuals with autism and other DD. Diverse research methodologies (e.g., single-subject designs, group designs, qualitative investigations) are encouraged. Criteria include research question relevance, design quality, sound implementation procedures, thorough outcome analysis of findings, and implications for practice and policy.

**Reviews and Interpretations of Professional Literature:** qualitative or quantitative syntheses of current literature and integrations of research/implications that offer substantive implications for practice and policy.

**Theoretical Papers, Conceptual Statements, and Position Papers:** advance new models for understanding, analyzing, and solving problems related to developmental disabilities; innovations for practice or policy that are new to the research literature; discussions of issues and problems in the field; or other descriptions, interpretations, and discussions with implications for the field.

**Replication of Prior Research** offers value by providing depth and generalization to the professional literature. Short manuscripts such as abbreviated formats of traditional manuscripts, descriptive studies, or data-based case studies usually are appropriate.

**Book Notes:** reviews of recently published books/other publications of interest to individuals involved with persons with autism and other developmental disabilities. Before submitting a review, contact the editors to verify that the product being reviewed is an appropriate match for the journal. (2–4 pages)

### Acceptance Criteria

Authors are encouraged to write in a manner that is maximally communicative, interesting, and informative and to communicate that an individual with a disability is a person first. Manuscripts should not be considered for publication elsewhere, nor should they have been already published. Consideration may be given to material that has previously had limited circulation elsewhere. If an article appeared before in any form, authors must clearly indicate this in their cover letter, should include copies of potentially duplicative material that has been previously published, and should provide links to duplicative material on the Internet. Failure to disclose the existence of duplicate material may represent a violation of copyright.

### Manuscript Preparation

Guidelines specified in the *Publication Manual of the American Psychological Association (7th ed., 2020)* should be followed. Pay particular attention to the sections concerning guidelines for non-sexist language, avoiding ethnic bias, and disabilities.

1. **Title Page.** Submit a **separate title page file** with (a) article title; (b) names of all authors; (c) author affiliations, complete mailing

address for contact author, e-mail addresses of all authors; and (d) any acknowledgments, financial disclosure information, author notes, or other text that could identify authors to reviewers.

2. **Format.** 8½ × 11 in. document; 1-in. margins; double spacing, left alignment, Times New Roman 12-pt. type. **Text and table files must be Word text documents; no PDFs.**
3. **Tables.** Each table should start on a new page. **Tables should be double-spaced;** please use Word's table functions.
4. **Endnotes.** Use endnotes sparingly. Number with Arabic numerals starting with 1 and continuing through the article. Example: (see Note 1). **NO footnotes.**

**Figures.** Figures should be separate files, with each figure on a new page or file. They must be **black and white only** and production-ready. Because most art will be reduced to fit, use a bold sans-serif font like Arial or Calibri that is large enough to be reduced and still be readable, and make sure rules/tick marks are at least 1 pt. Acceptable electronic formats for art: TIFF, EPS, Word, or Excel. For scans/photos, download the **SAGE Image Resolution Guidelines** from the Instructions & Forms link at <https://mc.manuscriptcentral.com/focus>. If you have problems loading Excel files, copy and paste them into a Word document.

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**Supplemental Material.** Decisions regarding inclusion of supplemental material will be made by the editor as part of the article acceptance process. With the exception of videos and podcasts, supplemental files will be deposited to **Figshare** and assigned a DOI. Authors are responsible for the scientific accuracy and file functionality of all supplemental files; materials will not be copyedited, typeset, or proofread. Additional information and guidelines are available for download from the Instructions and Forms link (<https://mc.manuscriptcentral.com/focus>).

**Authors for Whom English Is a Second Language.** It is highly recommended to have a colleague or copyeditor who is fluent in English review the manuscript before submission.

### Manuscript Submission

Submit electronically: <https://mc.manuscriptcentral.com/focus>

Log in, or click the "Create an Account" option if you are a first-time user. Once logged in, click on "Author." Click the "Start New Submission" link in the left-hand box and follow the submission steps. A guide can be accessed on the main page via the Help section, *User Tutorials* link.

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