

Rural Special Education Quarterly (RSEQ) is produced by the American Council on Rural Special Education (ACRES) and published by the Hammill Institute on Disabilities. RSEQ is the only national scholarly publication solely devoted to rural special education issues. The journal's purpose is to provide articles concerning federal laws and policy and other events relevant to rural individuals with disabilities, progressive service delivery systems, reviews of relevant conferences and publications, and resources for rural special educators. Manuscripts that have not been previously published and are not under review by any other publication are invited for review.

Types of Manuscripts

Manuscripts of five types with a distinctly rural focus may be submitted:

1. **Research Reports:** empirical or applied research with appropriate methods and significant findings (30–35 double-spaced pages)
2. **Program Descriptions:** innovations in service delivery or personnel preparation, with evaluation data (30–35 double-spaced pages)
3. **Position Papers:** discussions of current issues and trends, with literature review and recommendations (30–35 double-spaced pages)
4. **Practice in Action:** helpful ideas and examples for direct implementation by practitioners (not to exceed 20 double-spaced pages)
5. **Viewpoints:** discussion of “hot” topics to share personal perspectives and stimulate discussion (not to exceed 20 double-spaced pages)

Page Counts: *must include title/abstract page, references, main text, and all table and figure pages.*

Review Process and Criteria

Submitted manuscripts are screened for appropriateness of topic and quality before being sent out for review. Manuscripts are reviewed by experts in the field to determine originality, contribution to the field, and suitability for publication in RSEQ. The field review process takes approximately 3–4 months. Editors make final decisions concerning publication. During the review process inquiries may be addressed to the editor via email. RSEQ reserves the right to edit for clarity and readability. The publisher cannot accept responsibility for the correctness of information supplied or opinions expressed by authors. The mention of commercial products, their sources, or their use in connection with the material reported is not to be construed as either an actual or implied endorsement of such products by the American Council on Rural Special Education, the editor and editorial board, affiliates and sponsors, or the Hammill Institute on Disabilities.

Manuscript Preparation

Guidelines specified in the *Publication Manual of the American Psychological Association (7th edition, 2020)* should be followed. Pay particular attention to the sections concerning guidelines for nonsexist language, avoiding ethnic bias, and referring to people with disabilities using person-first language.

Format

1. **Title Page.** Submit a separate title page file with (a) article title; (b) names of all authors with highest academic degree; (c) author affiliations with complete mailing addresses and e-mail addresses for all authors; and (d) any acknowledgments, financial disclosure information, author notes, or other text that could identify authors to reviewers.
2. **Document.** 8½ × 11 in. document; 1-in. margins; double-spacing, left alignment, Times New Roman, 12-pt. type for text. Include title & abstract. **Text and table files must be Word text documents; no PDFs.**
3. **Abstract:** An abstract of no more than 150 words should follow the title on the first page of the main text document.
4. **Tables.** Each table should start on a new page. Tables should be double-spaced; please use Word's table functions. Do not save as a picture.
5. **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. Figures must be **black and white only** and production-ready. Because most art will

be reduced to fit, use bold type 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 **Journal_Digital_Figures & Art Guidelines** from the Instructions & Forms link at <https://mc.manuscriptcentral.com/rseq>.

Permissions. Obtaining written permission for material such as figures, tables, art, and extensive quotes taken directly—or adapted in minor ways—from another source is the author's responsibility, as is payment of any fees the copyright holder may require. Material taken from software or from the Internet also requires obtaining permission. The permissions process can often take a considerable amount of time; therefore, send your request as soon as possible. Authors can download a *Permissions Request* form from SAGE to send to the copyright holder (https://us.sagepub.com/sites/default/files/sage_permission_request_0.pdf). Please also read the pdf file **Permission Guidelines** on the journal's peer review/submissions site, available within **Instructions & Forms**. Read granted permissions carefully to make sure that the language is broad enough to allow publication in all formats, including electronic and print. Failure to obtain permission will result in either removal of the particular item or pulling the article from the journal issue.

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 at <https://mc.manuscriptcentral.com/rseq>.

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.

LLMs and AI Tools. Use of large language models and generative AI tools in data collection/analysis, manuscript writing, or production of images or graphical elements must be disclosed in the Method (or similar) section of the paper, detailing which AI tool was used and how it was used. Review SAGE's guidance on requirements for authors: <https://us.sagepub.com/en-us/nam/chatgpt-and-generative-ai-0>

Manuscript Submission

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

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.

Editorial Office

Executive Editor

Brittany L. Hott, PhD

University of Oklahoma
Department of Educational Psychology and Special Education

803 Van Vleet Oval

Norman, OK 73019-0390

Email: bhott@ou.edu

Phone: 804-387-2757

Managing Editors

Julie Atwood

Sarah Heiniger

University of Oklahoma

Email: RSEQ.Editorial@gmail.com

updated 10-2024