

## Publishing Policy and Instructions for Contributors

Larry Tennyson  
*South Dakota State University*

Follow this and additional works at: <https://newprairiepress.org/jac>



This work is licensed under a [Creative Commons Attribution-Noncommercial-Share Alike 4.0 License](https://creativecommons.org/licenses/by-nc-sa/4.0/).

### Recommended Citation

Tennyson, Larry (1994) "Publishing Policy and Instructions for Contributors," *Journal of Applied Communications*: Vol. 78: Iss. 3. <https://doi.org/10.4148/1051-0834.1414>

This Back Matter is brought to you for free and open access by New Prairie Press. It has been accepted for inclusion in *Journal of Applied Communications* by an authorized administrator of New Prairie Press. For more information, please contact [cads@k-state.edu](mailto:cads@k-state.edu).

---

## Publishing Policy and Instructions for Contributors

### Abstract

Editorial back matter for vol. 78, no. 3 (1994) of Journal of Applied Communications

**Back Cover Photo**

This photograph by **B. Wolfgang Hoffmann**, University of Wisconsin, is a Critique & Awards, Class 24, Black and White photo series Silver Award winner—see inside front cover for details.

*Send future manuscripts to:*

**ACE Headquarters  
University of Florida  
Building 116, Mowry Road,  
Gainesville, FL 32611-0810**

---

ACE, an international communications organization, is committed to an emphasis on diversity and pluralism as an integral part of its mission, vision, and values and in its relationships with members, groups, and other organizations. ACE champions the development, design, and delivery of communications and technology products and services that are targeted specifically to the needs of diverse customers and audiences.

## Publishing Policy and Instructions for Contributors

- The *Journal of Applied Communications* welcomes original contributions from any author, although priority may be given to ACE members, should multiple quality manuscripts be available.
- First consideration will be given to theoretical and applied articles of direct value to ACE members. Such articles might include opinion pieces, how-to articles, original research, reviews, survey or trend pieces, and analyses.
- All submitted manuscripts are considered for publication. However, prospective contributors are encouraged to be aware of the focus of this journal and manuscript requirements. A manuscript is accepted with the understanding that the *Journal of Applied Communications* has exclusive publication rights, which means that the manuscript has not been concurrently submitted, accepted for publication, or published elsewhere. All manuscripts will be peer-reviewed.

### Manuscript Preparation

- Authors must submit four manuscript copies and a computer disk, in Macintosh or MS-DOS format, preferably in WordPerfect or Microsoft Word, to the ACE coordinator at the address shown on the inside front cover. Include a self-addressed, stamped postcard or envelope if verification of manuscript receipt is desired. Photocopies of artwork, tables, or figures should be submitted, rather than the originals. If the article is accepted for publication, original graphic material will be requested.
- All articles should be typed double-spaced. Include a title page containing authors' names and addresses. At the bottom of the title page, include a one-paragraph biographical note, listing institutional affiliation, job title, acknowledgment of funding, and ACE membership information. If your article has been presented orally, this fact should be mentioned in the note.
- Do not include any author identification on inside text pages. The title page will be removed before the article is submitted for anonymous review to three members of the manuscript review board. Articles should not exceed 15 double-spaced typed pages, not including literature citations, and a maximum of six tables or figures. Shorter articles are strongly encouraged.

### Organization

- Every article (except for reviews) must contain a 100-word informative abstract. Briefly list the purpose, methodology, significant findings, and conclusion.
- Begin the manuscript text as page 1. Use appropriate subheadings to break up the body of the text. List footnotes and literature citations, on separate pages, at the end of the text, along with tables or figures, if used. (Indicate in margins of the text, approximately, where tables or figures should appear.)
- For literature citations, use the "author-date" method; that is, insert the surname of the author and the year of publication in the text at the appropriate point: "Smith (1989) found that..." or "In a recent study (Smith, 1989), findings..." Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in your article.

### Style

- Follow the style guidelines in the *Publication Manual of the American Psychological Association* (3rd edition).



Photo by B. Wolfgang Hoffmann

ACE Headquarters  
PO Box 35  
Evinston, FL 32633

First Class Mail  
U.S. Postage Paid  
Evinston, FL 32633  
Permit No. 4

Dahlgren, Jacqueline  
Oklahoma State University  
113 PIO Bldg.  
Stillwater, OK

74078-0222