ARER GUIDELINES FOR MANUSCRIPT SUBMISSION

Manuscripts must be submitted electronically as PDFs. To upload a PDF manuscript, cover letter, and other supporting documentation, please go to www.narea.org/Journal/guidlines.html. The information will be transmitted securely and anonymity will be maintained as your submission is transmitted to referees. Questions for the editors may be addressed to Kent Messer, Managing Editor, at messer@udel.edu.

SPECIAL EXPEDITED REVIEW FOR PAPERS CO-AUTHORED BY GRADUATE STUDENTS

The *ARER* editors have established an expedited review process for manuscripts that include graduate students as co-authors. The process is designed to take approximately four months from submission to final decision. For example, a paper submitted at the start of a semester could go through the entire review process before the semester ends. The three-step process works as follows.

- 1. Upon submission, the manuscript will undergo an expedited review such that the authors will receive a decision and reviews in approximately two months. The review process will have the same rigor as other *ARER* submissions.
- 2. If a revision is requested, authors will be expected to complete their revisions and response to reviewers within 45 days.
- 3. Upon receipt of the revised manuscript, the *ARER* editor will make a decision on whether to publish the paper based on its current condition. In other words, there will not be a second or third round of revisions.

Authors who wish to be considered for this expedited review process should indicate preference for the "Special Expedited Review" in the box entitled "Brief Comments/Instructions to Editor" that is part of the *ARER* online submission process and in the cover letter to the editors.

COVER LETTER

The cover letter should indicate that the material is original work, is not being offered for publication elsewhere, is not published elsewhere, and, so far as the author(s) knows, does not infringe on other published material protected by copyright.

TITLE PAGE and ABSTRACT

On the first page, list the title of the paper, an abstract not to exceed 100 words, and up to eight key words or short phrases (in alphabetical order) describing the content of the manuscript. Funding attribution statements should be placed here.

TEXT PREPARATION

The manuscript should be submitted as an 8.5×11 inch document with 1-inch margins and all material, including references and footnotes, double-spaced. Number footnotes consecutively throughout the manuscript using superscript numbers. Do not number headings and subheadings and avoid third-level headings. Refer to the most recent copy of *ARER* for basic style and format (*www.narea.org/journal/issues.html*).

TABLES and FIGURES/GRAPHICS

Each table should be placed on a separate page. Table titles should be short and descriptive. Do not use color in figures and graphics as it will not be reproduced in the printed copy. Do not include figure captions in the graphic itself. After a manuscript has been accepted, the corresponding author will consult with the technical editor in preparing an acceptable electronic version of the figure or graphic.

PERMISSIONS

Authors are responsible for obtaining necessary permissions to quote or reproduce material, including figures, from already published works and/or any copyrighted material. Please supply an appropriate line of credit where necessary. Personal communication citations are not encouraged, and author(s) using them should have a letter sent to the editors from the source acknowledging agreement with the text.

MATHEMATICAL NOTATION

Use only essential mathematical notation. Avoid using the same character for both superscripts and subscripts, using capital letters as superscripts and subscripts, and using overbars, tildes, carets, and other modifications of standard type. Use character formatting, not equations, for bold (vectors and matrices), italics (variables), and superscript and subscript styles. Do not italicize numbers or Greek letters.

REFERENCES

List references alphabetically and unnumbered at the end of the manuscript with the heading "References." List only those actually cited. Cite references in the text by the name(s) of the author(s) and the year of publication (Author 2013). Use letters (e.g., 1999a and 1999b) if there is more than one source by the same author or authors in a given year. A style sheet on references and citations is available at www.narea.org/journal/guidlines.html. Provide volume and issue number for journal articles.

PAGE CHARGE

A page charge of \$65 per printed journal page is billed to the corresponding author's department, agency, or institution after the article is accepted for publication.

