

# Guidelines for Authors

Authors who are professionals or pursuing study in the areas of health, physical education, recreation, and dance are encouraged to submit a manuscript for reviews. Authors need not be professional writers. Submissions are also accepted for teaching activities for the Ideas that Make the Grade section. This provides a less formal and less structured writing outlet.

Please follow the guidelines below to the extent that they apply to your manuscript. The TAHPERD Journal is published three times annually, in fall, spring, and summer, by the Texas Association for Health, Physical Education, Recreation, and Dance. Submissions are accepted throughout the year. A blind review process is used and manuscripts are reviewed on the basis of area of interest, expertise, and qualification in relation to the content of the manuscript. Graduate students are encouraged to submit. Email an electronic version of the manuscript saved in Microsoft Word to Diana Everett, Executive Director, TAHPERD, [diana@tahperd.org](mailto:diana@tahperd.org). Manuscripts must meet the following guidelines:

**Manuscript:** Using APA format, the manuscript must be emailed and saved in Microsoft Word. It should be written in third person, 2,500 words (eight pages) or less, double spaced, 1 inch margins, pages numbered, and lines numbered. A brief biography (two to three sentences) for each author must be provided at the end of the manuscript.

**Abstract:** Using APA format, provide a brief abstract of the manuscript.

**Documentation:** References should be listed in APA biographical style at the end of the article and arranged in alphabetical order by the author's last name. Each reference cited in the text must be listed and only those cited should be listed as references. Documentation within the text should be made by placing the name and date of the cited reference within parentheses at the appropriate point, i.e., at the end of a direct quote or after the author's name for indirect quotes.

**Tables:** Use tables for reporting extensive statistical information. Data in tables should not be duplicated or extensively discussed in the text. Titles of tables should be short, yet adequately describe the contents. Each table should be numbered, typed on a separate page, and reference made within the text as to where it should be placed.

**Illustrations:** Pictures, graphs, or drawings break the monotonous look of the article and add to its readability. Use them where appropriate. Original photos and artwork should be provided for final production of the article. Each illustration should be numbered and captions provided.

**Author's Statement:** The author must provide a signed statement certifying that the article has not previously been published or submitted for publication elsewhere, either in identical or modified form.