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## JADARA Policy

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# JADARA

**A Journal for**

**Professionals**

**Networking for Excellence in**

**Service Delivery with**

**Individuals who are Deaf**

**or Hard of Hearing**

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## EDITORIAL POLICY AND GUIDELINES

JADARA is a publication for professionals networking for excellence in service delivery with individuals who are deaf or hard of hearing. Its focus is on the **application of new knowledge to practice**. JADARA is a forum for practitioners and researchers to talk with each other for the purpose of advancing the state of the art in human services. JADARA seeks research which is relevant to practice, and which is communicated in ways to excite, energize, and inspire the work of practitioners. It also seeks to present the observations of practitioners in ways which are amenable to empirical study and demonstration, and which engage the attention of researchers to phenomena observed to be significant in practice.

JADARA pages are primarily devoted to full-length articles. In addition, it publishes brief reports (two double-spaced typed pages=one journal page) as a vehicle for new ideas, preliminary results, studies with provocative results but limited samples, and similar materials. Also of interest are **reviews of test and curriculum materials and book reviews** of items of interest to the field. **Letters to the editor** on general issues or in response to previously published articles are especially welcome.

### Guidelines for submission of manuscripts

Authors should prepare manuscripts according to the **Publication Manual of the American Psychological Association (4<sup>th</sup> edition)**. Manuscripts should be typed double-spaced, and with 1.5" margins on each side. Major manuscripts (but not brief reports) must be accompanied by an abstract of 100-150 words which is typed on a separate page. Four copies of each manuscript should be submitted on good quality paper with print quality which is clear and legible.

In addition to the printed text, authors are required to submit a copy of the manuscript in electronic form. Should your manuscript be accepted for publication, this will greatly expedite editorial composition. JADARA is prepared using WordPerfect. You can submit a disk in WordPerfect format, or one of the following: (1) For users of IBM PC compatible equipment submit the copy in standard ASCII text format using a 3.5" disk; (2) APPLE MacIntosh users may submit copy on a 3.5" disk in text format; (3) users with a link to the INTERNET can send an ASCII text file of their manuscript (see below for address). Manuscripts submitted electronically must be accompanied by printed copies in the format described above.

The editorial review process is conducted in a manner as anonymous as possible. Therefore, each copy of a manuscript should include a separate title page listing the authors' names and affiliations; these should not appear elsewhere in the manuscript. Manuscripts should also be as free as possible of other clues to the authors' identities. However, given the small size of our field, complete anonymity of review cannot be guaranteed despite these safeguards. The Editor and the Editorial Review Board are committed to a review process which is as professional, objective, and impartial as possible.

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