

## Preparing Manuscripts to Submit to *JRRE*

*Journal of Research in Rural Education* (ISSN 1551-0670) was established in 1982 by the University of Maine College of Education and Human Development. Since January 2008, *JRRE* has been housed and published out of the Center on Rural Education and Communities, located within Penn State University's College of Education.

We welcome single-study investigations, historical and philosophical analyses, research syntheses, theoretical pieces, and policy analyses from multiple disciplinary and methodological perspectives. Manuscripts may address a variety of issues including (but not limited to): the interrelationships between rural schools and communities; the sociological, historical, and economic context of rural education; rural education and community development; learning and instruction; pre-service and in-service teacher education; educational leadership, and educational policy.

Manuscripts should follow the [Publication Manual of the American Psychological Association \(7th ed.\)](#), or APA 7. Although *JRRE* imposes no limitations on length, the typical *JRRE* article is equivalent to 20-30 manuscript pages (double-spaced), not including tables, figures, and references. Each manuscript is reviewed by the editor and, blindly, by up to three additional readers. The latter are either *JRRE* editorial board members or selected at large. Editorial decisions are typically reached within three months.

When a reviewed manuscript receives a “revise and resubmit,” the expectation of the editors is that a revised version of the article will be resubmitted within six months. At the discretion of the editors, manuscripts that are inactive for more than six months may be removed from active consideration by *JRRE*.

Questions regarding a possible submission, a manuscript presently under review, or any other editorial matter can be directed to Karen Eppley, *JRRE* editor, at [keh118@psu.edu](mailto:keh118@psu.edu).

The following guidance is intended to assist prospective authors in determining whether *JRRE* is an appropriate outlet for a particular article, and in preparing a manuscript for submission to *JRRE*.

### Is *JRRE* a Good Fit for My Work?

Before deciding to submit a manuscript to the *Journal of Research in Rural Education*, please take the time to review previously published articles appearing in the journal. This activity is critical for gaining a more complete understanding of the journal's scope and for determining the fit of your manuscript with the journal.

Citing work that has previously appeared in *JRRE* is certainly not a prerequisite for a positive evaluation of a submitted article. However, our experience has been that manuscripts without references to work previously published in *JRRE* often demonstrate an incomplete familiarity with the rural education research literature and/or the substantive scope of the journal. We encourage authors to consult Coladarci's article, [“Improving the Yield of Rural Education](#)

[Research: An Editor's Swan Song](#)" (*JRRE*, 2007, vol. 22, no. 3), which contains some excellent observations about rural education research and, by extension, the type of articles most of interest to *JRRE*.

### **Submitting Manuscripts to *JRRE***

Before submitting a manuscript to *JRRE*, please read the following guidelines carefully. Manuscripts that do not follow the established formatting instructions may be rejected out of hand. We also urge authors to edit their manuscripts carefully for typographical errors and formatting problems.

Your manuscript should consist of a cover sheet with the title and information on authorship, followed by the abstract; the body of the paper; any charts, tables, and/or figures (if applicable); and the list of references.

The manuscript should use 12-point font (preferably Times New Roman), have one-inch margins, and be double-spaced throughout except in the case of tables and figures.

To submit work for review at *JRRE*, please email your manuscript, formatted as a single Microsoft Word document, to Karen Eppley, *JRRE* editor, at [keh118@psu.edu](mailto:keh118@psu.edu).

#### **Cover Sheet**

The cover sheet should include the title of the manuscript as well as the names and institutional affiliations of all authors. The lead/contact author should be indicated, with contact information for that person, including email address, postal address, and phone number.

The cover sheet must include a statement confirming that the submission has not been published elsewhere, is not presently under review elsewhere, and will not be submitted elsewhere while under review for *JRRE*.

For research involving human subjects, also confirm that an Institutional Review Board either approved the investigation or deemed it exempt from further review.

#### **Abstract**

The abstract should be separated from the cover sheet by a page break.

The title should appear at the top of the page, followed by the text of the abstract. The abstract should briefly summarize the manuscript's purpose, methodology, and findings in the form of a single paragraph no longer than 200 words.

Page numbering should start on the abstract page. Page numbers should appear in the upper right corner.

## **Body of the Paper**

The body of the paper should follow the abstract, separated from the abstract by a page break.

Authors should remove any references within the body of the paper that might identify authorship.

Please note that APA 7 mandates *one space* sentences. In addition, the formats for level headings and figure labels have changed.

### ***Level Headings***

The APA 7 level heading system is illustrated in the “Submitting Manuscripts to JRRE” section of this document.

First-order section (level 1; e.g., “Submitting Manuscripts to JRRE”) headings should be centered and bolded, and appropriate words should be capitalized.

Second-order section (level 2; e.g., “Cover Sheet,” “Abstract,” “Body of the Paper”) headings should be left-justified and bolded, and appropriate words should be capitalized.

Third-order section (level 3; e.g., “Level Headings,” “Tables and Figures”) headings should be left-justified, bolded, and italicized, and appropriate words should be capitalized.

Fourth-order and fifth-order section (levels 4 and 5) labels are also available in APA 7, but it is unlikely that authors will need to use these levels of detail in *JRRE* manuscripts. Approximate examples are included in the “Examples of References” section below, but please consult the [Publication Manual of the American Psychological Association \(7th ed.\)](#) for details.

### ***Tables and Figures***

Tables and figures should not appear in the body of the manuscript. Instead, indicate where the table and/or figure should appear by inserting a parenthetical note between paragraphs (e.g. “Table 1 about here”). Each table and/or figure should appear on a separate page following the main body of the manuscript. Use page breaks to separate tables and figures.

Figures are now labeled in the same way as tables. Please see Figure 1 below for an example.

### **In-Text Citations and References**

In-text citations and the reference list should follow the [Publication Manual of the American Psychological Association \(7th ed.\)](#), or APA 7.

Please cross-check in-text citations with the reference list to confirm that all citations are in the reference list and that all references are cited. No references that are not cited should be included.

### ***In-Text Citations***

According to APA 7, when citing a reference with *three or more* authors, only the first author should be included in in-text citations of the work. The first author's last name should be followed with "et al." to represent the other authors of the piece. (There are rare exceptions to this rule. Please consult the APA 7 publication manual for details.)

When multiple references are included in parenthetical in-text citations, the references should be listed in alphabetical order by first author surname, *not* by publication year.

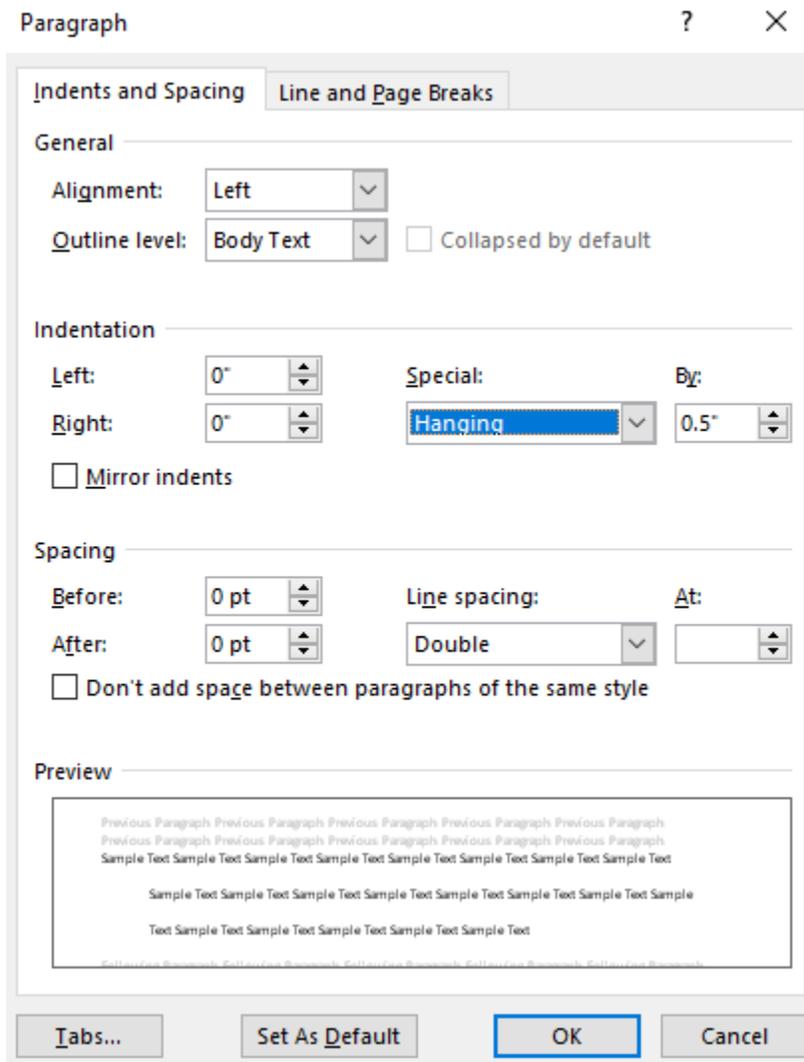
### ***References***

References should follow the body of the article or any tables and figures. References should be separated from other parts of the paper by a page break.

The list of references should be correctly formatted and contain all required elements. To format the reference list, the indentation of each entry should be set to "hanging" by .5 inches. *Do not type the first line of a reference, press enter, and tab in the next line(s) of the reference.*

Figure 1 illustrates how to set the indentation to hanging by .5 inches in the reference section. In Word, Paragraph settings can be accessed under the Home tab.

Figure 1

*Paragraph Window with Hanging Indent Setting****Examples of References***

APA 7 has updated the required contents for most types of references. Please review the examples provided below. This list of examples is not definitive; please consult the [Publication Manual of the American Psychological Association \(7th ed.\)](#) for complete guidance.

Regarding online references specifically, before submitting your manuscript, please confirm that all the URLs provided in your reference list are active. Invalid URLs cannot be included in the reference list, so inactive URLs must be updated. If you cannot find a valid URL for a specific online reference, you must replace the reference.

**Journal articles.** An issue number, if available, is now required for every journal article (including for articles in journals that are continuously paginated).

**Articles published in print journals.** An article's Digital Object Identifier (DOI) number must also be included if one is assigned to the article.

Bauch, P. A. (2001). School-community partnerships in rural schools: Leadership, renewal, and a sense of place. *Peabody Journal of Education*, 76(2), 204-221.  
[https://doi.org/10.1207/S15327930pje7602\\_9](https://doi.org/10.1207/S15327930pje7602_9)

**Articles published electronically.** "Retrieved from" and the retrieval date are no longer required unless the website being cited may be updated or changed (such as a wiki).

Khatti, N., Riley, K. W., & Kane, M. B. (1997). Students at risk in poor, rural areas: A review of the research. *Journal of Research in Rural Education*, 13(2), 79-100.  
[https://jrre.psu.edu/sites/default/files/2019-08/13-2\\_5.pdf](https://jrre.psu.edu/sites/default/files/2019-08/13-2_5.pdf)

**Books and book chapters.** The book publisher location is no longer required.

**Single-author book.**

Smith, L. T. (1999). *Decolonizing methodologies: Research and indigenous peoples*. Zed Books.

**Multiple-author book.**

Conger, R. D., & Elder, G. H., Jr. (1994). *Families in troubled times: Adapting to change in rural America*. A. de Gruyter.

**Edited volume.**

Stern, J. D. (Ed.). (1994). *The condition of education in rural schools*. U.S. Department of Education, Office of Educational Research and Improvement.

**Chapter in a book.**

Beaulieu, L. J., Israel, G. D., & Wimberley, R. C. (2003). Promoting educational achievement: A partnership of families, schools, and communities. In D. L. Brown & L. E. Swanson (Eds.), *Challenges for rural America in the twenty-first century* (pp. 273-289). Pennsylvania State University Press.

**Conference presentations.*****Conference presentation with online source.***

Hirshberg, D., Hill, L., & Kasemodel, C. (2014, April 6). *Will they stay or will they go? Teacher perceptions of working conditions in rural Alaska* [Conference presentation]. American Educational Research Association, Philadelphia, PA, United States.  
<http://hdl.handle.net/11122/11168>

***Conference presentation without online source.***

Wells, R. S., Manly, C., Kommers, S., & Kimball, E. (2016, Nov. 11). *Changes in rural-nonrural disparities in postsecondary enrollment and attainment: A follow up study* [Conference presentation]. Association for the Study of Higher Education, Columbus, OH, United States.

**Electronic reports.**

Dee, T., & Goldhaber, D. (2017). *Understanding and addressing teacher shortages in the United States* (Policy Proposal No. 2017-05).  
<https://www.brookings.edu/research/understanding-and-addressing-teacher-shortages-in-the-united-states/>

**Online newspaper or magazine article.**

Gunn, D. (2018, Aug. 29). How states across the country are dealing with teacher shortages. *Pacific Standard*. <https://psmag.com/education/how-states-across-the-country-are-dealing-with-teacher-shortages>