

INSTRUCTIONS FOR AUTHORS — The Physical Educator

An original hard copy of the manuscript *plus* a computer CD (virus free) containing the article and any tables and/or figures (as separate files, in Microsoft Word®), should be submitted directly to William F. Stier, Jr., #4 Trefoil Lane, Brockport, New York, 14420. Include [if you are within the US] a stamped self-addressed envelope for return of the manuscript should revisions be required. APA format 5th edition must be used consistently and throughout the entire paper. Manuscripts must be typed double-spaced with wide margins on 8.5 x 11-in. bond paper. It is recommended that manuscripts be kept to 25 pages or less in length, although longer manuscripts will be reviewed and can be accepted.

The first page of the manuscript must include the title of the article only. Do not include your name, affiliation, or other identifying information except on a cover sheet. The cover sheet must include the title of the manuscript, name of the author(s), and institutional affiliation(s). At the bottom of the cover sheet, include the mailing address, phone number and e-mail address of the author who is to receive the galley proofs. A one paragraph abstract must accompany each manuscript.

Label all graphs and tables and place them on separate pages. Number the pages beginning with the title page followed by text, references, figure captions, tables, and figures. Tables should be double spaced and figures should be professional looking. Freehand art or lettering is not acceptable.

Carefully check references to assure they are correct and included only when they are cited in the text. Only include references which have been published or accepted for publication.

Authors will be sent a letter of receipt when manuscripts are received in the editorial office. Manuscripts are read by the editor and three reviewers using a blind review process which takes 60 to 90 days. Authors will be notified about the disposition of their manuscripts as soon as reviewers have returned their reviews. Depending on the outcome of the review, authors will receive one of the following notices:

1. Letter of acceptance certifying the article will be published in the near future.
2. Letter of rejection and copies of reviewers' comments.
3. Letter recommending revision and copies of reviewers' comments and suggested revisions. A due date will be listed for resubmission of the revised manuscript.

For manuscripts that are accepted for publication, authors must submit a final version of the accepted article on a CD to the editor.

Galley proofs will be mailed to the identified author and must be returned within 72 hours of receipt. Only minor corrections can be made; new additions or major revisions are not allowed. Reprints of articles are not available at this time. Lead Authors will receive six copies of *The Physical Educator* after the article has been published.

NOTE: Now that we have changed the artwork on the cover of the Journal, we will continue to solicit photographs of physical facilities that house programs in physical education, health, recreation, and related areas. Each photograph will be reviewed to determine its appropriateness for use as a "cover." The cover will likely not change with each issue so a limited number of "final" selections will be made.

If you wish to submit a camera-ready photograph of such a facility to be used for the cover of *The Physical Educator*, please feel free to send them to Phi Epsilon Kappa, 901 West New York Street, Indianapolis, IN 46202.

Please include a letter or memorandum which clearly identifies the name of the facility (to be used in conjunction with the photograph) and language that will serve as a "release" from the photographer or from the appropriate administrator at the institution to which the facility belongs.