

Family Science Review: ***Guide for Manuscript Preparation***

Updated November 2022

Thank you for your interest in submitting to the *Family Science Review*. We have written this guide to help you as you prepare your manuscript for submission. In this guide, you will find a [brief introduction to our journal](#), the [types of articles we accept](#), [guidance for formatting your manuscript](#), and an [explanation of our submission and publication process](#).



Introduction to the Family Science Review

General Overview

The *Family Science Review* is a peer-reviewed international open-access journal that aims to enhance the practice and scholarship in teaching family science and further knowledge of family research, family theory, family policy, and family education. Articles with implications for strengthening all family types, including diverse families, are strongly encouraged.

Family Science Review welcomes original scholarship in the form of qualitative, quantitative, and mixed methods research, conceptual pieces, critical literature reviews, professional development reflection pieces, and book reviews. *Family Science Review* will be of particular interest to those teaching in the family sciences, academics, researchers, policymakers, and family-focused practitioners.

Family Science and Inclusivity

The Family Science Association, publisher of the *Family Science Review*, recognizes that the history of research about families has often been problematic: holding European-American family formations and practices as standards and pathologizing others, using non-inclusive research designs, reporting results that reinforce racial and ethnic stereotypes, and failing to respond quickly to the dynamic nature of both local and global families, as well as issues of social justice and families.

As such, we ask that authors carefully consider issues of diversity, equity, accessibility, and inclusion in their submissions – identifying gaps in representation, providing explanations for findings aggregated by race or ethnicity, and thoughtfully suggesting ways in which the discipline can improve to meet the needs of more individuals and families. The APA 7th edition contains helpful information about bias-free language to use in academic writing.

Formatting and Review

The *Family Science Review* uses the guidelines set out in the APA Publication Manual (7th Ed.), as well as additional author guidelines. We ask that you adhere to these guidelines in regards to formatting, heading seriation, citations, and references. Because the *Family Science Review* is an

online publication, there is not a firm limit on page count. Generally, manuscripts average 25-35 pages of double-spaced, 12 point font text, including references, tables and figures. All submissions are subject to an initial review by the editor-in-chief. Once suitability for the journal is established, manuscripts undergo a double-blind peer review by at least two reviewers. Further explanation of the review process is below.

Licensing Information

The *Family Science Review* is an open-access journal that as of June 2022 uses [Creative Commons licensing](#). This type of licensing allows authors to retain ownership of their work and also set guidelines on how they would like it to be used. The default license for the Family Science Review is a [CC-BY-NC \(Attribution Non-Commercial 4.0\)](#) license. If an author would like to discuss the use of an alternate CC license, they can contact the Associate Editors at journal@familyscienceassociation.org.

Types of Articles Accepted

Family Science Review currently accepts the following article styles:

Research Article

Qualitative or quantitative articles focusing on the scholarship of teaching and learning within the family sciences, family theory, family policy, and family science or family life education. Articles with implications for strengthening all family types, including diverse families, are strongly encouraged. Manuscripts are peer-reviewed. There is no specific limit for research articles; however, most articles are between 25-35 double-spaced pages in APA 7th edition formatting.

Professional Development and Reflection Corner (updated 11/2022)

Professional Development and Reflection Corner (PDRC) is a feature of the *Family Science Review* that publishes manuscripts from practicing family scientists that express a multitude of voices, perspectives, and journeys as educators in formal and informal settings.

Self-reflection has been established as a best practice in human serving fields such as family science. Self-reflection among family scientists can inform our pedagogy and understanding of our own beliefs about teaching and learning. Articles detailing the author's reflection upon their decision to teach about families, challenges that arise or have arisen over their career, specific practices or tools that are helpful, lessons learned, best practices for being an effective educator, or suggestions for future educators are of particular interest. Additionally, manuscripts that address issues of power dynamics, intersectionality and identities, and/or thoughts regarding the profession are encouraged. PDRC manuscripts should be grounded in theory articulating authors' perspectives and experiences.

PDRC should be no longer than 15 double-spaced pages in APA 7 format and should be prepared according to the journal's [Author Guidelines](#).

Questions regarding PDRC manuscripts may be directed to the PDRC Editor: Nikki DiGregorio, Ph. D.; NDiGregorio@georgiasouthern.edu

For examples of PDRC articles, please see the following:

Klein, M., Bernard, J. M., Oaks, C., & Scarborough, J. (2020). Leadership During a Racial Microaggression on a University Campus. *Family Science Review*, 24(1).
<https://doi.org/10.26536/akpt5842>

Falk, A. F. (2011). Imbuing the study of family resource management with a global perspective. *Family Science Review*, 16(1). <https://doi.org/10.26536/fsr.2011.16.01.07>

Book Reviews

We encourage book reviews for quality books focusing on family sciences or those that are appropriate for family science educators or in a family science classroom. Reviews should be based on recent publications (within the last 5 years), and should include an APA 7 style citation information for the work being reviewed, a summary of the main points, a discussion of the strengths and weaknesses of the material, and the applications for family science. Discussion of issues of diversity and inclusivity is highly encouraged. Submissions should be no longer than 5 double-spaced pages.

Manuscript Preparation

Manuscripts should be submitted as a .doc or .docx file in Times New Roman, 12 point font, double spaced.

To ensure the integrity of double-blind reviews, please ensure that your manuscript file does not include author information or identifying information. If the name of a specific university, location, or manuscript author is included in the article, please redact that information by replacing the information with **REDACTED**.

Title and Author Information:

The following information should not appear in your manuscript file, but will be needed during the submission process:

1. **Title:** Your title should clearly communicate the most important aspects of your work. Think in terms of searchability: How will your title appear in a search? Does it contain information that helps searchers quickly decide if your article is relevant to their research needs?

2. **Abstract and Keywords:** Full name of each author with credentials (Ph.D., CFLE or Ed.D., etc)
3. **Full name of each author with credentials (Ph.D., CFLE or Ed.D., etc)**
4. **Affiliation for each author:** Name of department and name of college, university or institution.
5. **ORCID for each author:** If applicable
6. **Corresponding author contact:** Name, address, and email for one author
7. **Additional study information:** including any known conflicts of interest, open practices, and data sharing, acknowledgments for any financial support received or any other assistance

Research Article Manuscript:

Your research article manuscript should generally contain the following sections. For specific information regarding other types of submissions, please see [Professional Development and Reflection Center](#) and [Book Reviews](#).

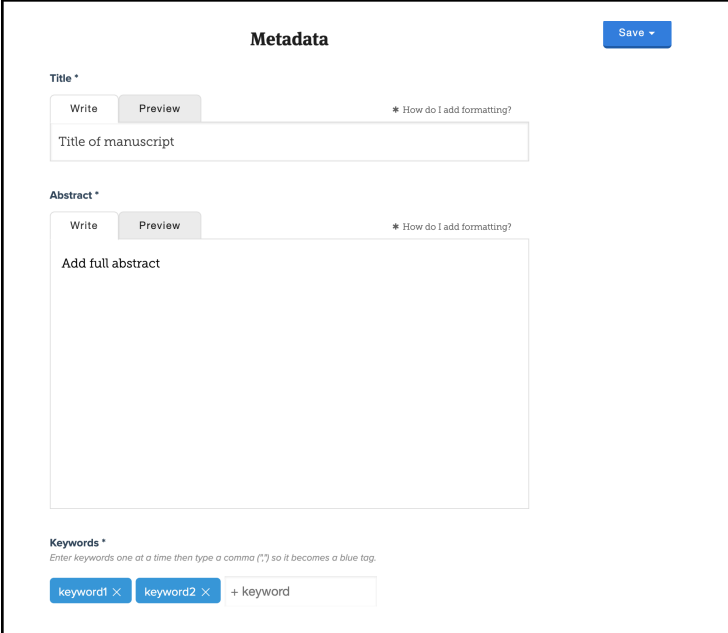
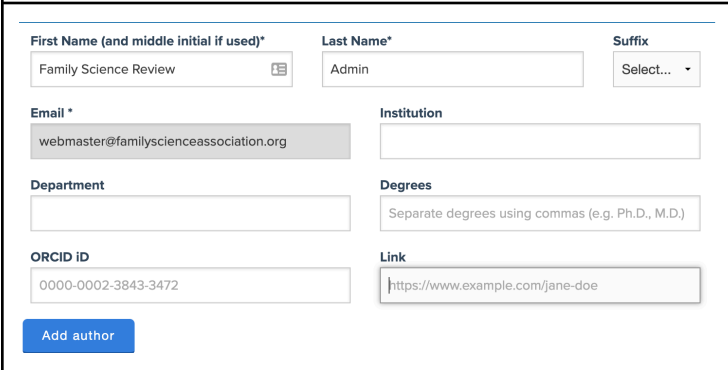
1. **Introduction:** Your introduction should include a clear rationale for study and clearly state research aims/questions/hypotheses.
2. **Literature Review:** Your paper should clearly explain how this work builds on previous research, how it fills a gap in the existing literature, and how it can be used by practitioners and/or academics in the family science field.
3. **Theoretical Framework:** Please include a description of any theories used, including citations to the original theorists. Theories should carry through the entire work.
4. **Methods:** Your methods section should include clear sampling information, analytic strategy, and information about IRB review and approval. For teaching-focused manuscripts that describe classroom activities, please include clear directions for those who may wish to replicate or remix your activity.
5. **Results:** Your results section should refer back to the research aims, questions, and/or hypotheses.
6. **Discussion and Conclusion:** Your discussion section should include implications for teaching and/or practice, as well as careful consideration of limitations and directions for future research.
7. **Tables (if applicable):** please ensure that tables are clearly labeled and formatted using APA 7th edition guidelines. See [APA guidelines for formatting tables](#).
 - a. Tables should not be inserted as uneditable images.
8. **Figures (if applicable):** Figures should be high resolution and suitable for online publication (color images are encouraged). Figures may be embedded directly in the manuscript but should also be attached as .png image files.
 - a. **To Export High Resolution Figures from Excel:** Copy the figure in Excel (CTRL+C) and paste it into PowerPoint as a Microsoft Excel object. Expand the figure in PowerPoint to take up the slide space. Increase the font size on the graphs/charts to ensure readability (minimum of 10-point font). Save by going to --> File--> Export--> select PNG

9. **References:** Please use APA 7th edition guidelines for formatting the references page. [See this tutorial on how to create a hanging indent](#) rather than using tabs, to create the indents. Common APA Issues we see include:
 - a. Leaving out issue numbers in journal publications (the APA 7th edition book does not explicitly state that issue numbers are needed, however, the APA style blog has clarified that issue numbers should always be included).
 - b. Missing and/or incorrect information for chapters from edited books
 - c. Per APA 7th edition, doi numbers should be formatted as hyperlinks rather than just numerical strings (e.g. <http://doi.org/10.26536/RKRA8583> instead of doi:10.26536/RKRA8583).
 - d. If authors have questions about APA formatting, they should first consult the APA 7th edition publication manual, then look at the APA Style blog to see if the question was answered there, and if further guidance is needed, check in with the APA Style blog team.
10. **Appendices:** For articles that describe classroom activities, we highly encourage the inclusion of additional materials that further explain the use of the activity in the classroom, as well as handouts and sample assignment pages. You can upload appendices separately from your manuscript.

The Submission Process

Scholastica Submission Instructions

The Family Science Review uses Scholastica, a journal management system, to facilitate submissions, reviews, and communication between authors and the editorial board. To submit a manuscript to Scholastica, authors will need to create an account. [Here is a helpful guide from Scholastica for authors](#). The [Scholastica page for the Family Science Review](#) is linked here.

	<p>When submitting your manuscript on Scholastica, you will see this Metadata page. Please complete all fields.</p> <p>Your abstract should be 250 words or less. The APA 7th Edition guide has helpful guidelines for writing clear and concise abstracts.</p> <p>Please provide up to 5 keywords.</p>
	<p>Communication from the editorial board and the Scholastica platform will go to the first author - however, it is important that we have information for <u>all authors</u>. Click the "Add Author" button as necessary.</p>

<p style="text-align: center;">Files (0) Save ▾</p> <p>Primary Manuscript File * <small>Please upload the main file that represents your manuscript below. Valid formats: *.doc, *.docx, *.pdf.</small></p> <p style="text-align: center;">Attach File</p> <hr/> <p>Additional files <small>See the list of the supported file types. Upload as many files as you like.</small></p> <p style="text-align: center;">Add a file</p>	<p>The primary manuscript file will be sent to peer reviewers. Please remove all identifying information from this file, including author names and any university names. For additional files, please upload tables and/or figures and any additional files such as classroom handouts or sample assignments.</p>
--	--

Phase 1: Submission and Initial Review

1. When a manuscript is submitted to the journal, it will go through an initial formatting review. Prior to submission, authors should copy-edit and proof their own manuscripts, paying special attention to APA 7th Edition guidelines for formatting, citations, and references. If formatting guidelines are not met, manuscripts may be returned to the author for revision and resubmission.
2. Once proper formatting is verified, manuscripts will be routed to the appropriate editor for an assessment of fit with the aims and scope of the journal. The editorial board reserves the right to reject a manuscript that is not aligned with the scope of the journal, does not meet formatting guidelines, or if there are issues that would preclude further review.
3. All manuscript submissions to the *Family Science Review* are assessed a \$30 submission fee. This fee helps to cover the cost of our journal management system and website hosting. *If a manuscript is accepted for publication, an additional \$20 publication fee will be invoiced to the first author, unless the first author is a member of the Family Science Association.*
 - a. If the first author is not a member of the Family Science Association, they may choose to join the Family Science Association within 2 weeks of receiving the publication invoice to have the publication fee waived.

Phase 2: Peer Review and Editor Decision

1. Once a manuscript has been vetted for formatting and fit, the editorial board will assign appropriate reviewers. Authors may provide suggestions for potential reviewers as well as requests of reviewers to avoid; however, the editorial board reserves the right to assign reviewers at their discretion.
2. Reviewers will offer feedback to the authors as well as recommendations to the editorial board as to the paper's suitability for inclusion in the *Family Science Review*. Once reviewer feedback is received, the associate editing team compiles the feedback for the Editor-in-Chief, who will then integrate their own feedback and decide next steps for the manuscript. While reviewer feedback is integral to this process, the Editor-in-Chief will make the final decision regarding the manuscript's acceptance for journal publication.

Phase 3: Revisions

1. All articles accepted for publication will go through a revision process. If an article is accepted, the associate editors will provide a due date for revisions. In the event that an author cannot meet this deadline, the article publication may be delayed to a future issue (if appropriate). The associate editing team will make every effort to work with authors. Authors should maintain clear and consistent communication with the associate editing team.
2. **Major Revisions:** In some cases, a manuscript may require what we term “major revision” – in this case, the editorial board recognizes the merit of the work but has identified ways in which the manuscript does not meet the rigor of the journal. This is not a reflection on the author(s), but instead an opportunity to participate in additional discussion to improve the work before publication. In the case of major revisions, once the revisions are made and the author has submitted a response to peer feedback, the editor will typically send the manuscript for an additional round of peer review.
3. **Author’s Response to Peer Review:** Our peer reviewers help to keep our journal rigorous and relevant. Authors should carefully review feedback. Resubmissions should be accompanied by a cover letter that responds to reviewer feedback: addressing any questions or requests for clarification, including notes regarding additions or edits, and providing page numbers for modifications. If an author disagrees with reviewer feedback, they must include a thoughtful rationale for any changes that were not made.

Phase 4: Copyediting

1. Once the article is accepted for submission and revisions requested by the editor-in-chief are made, the manuscript will be routed to the associate editors for copyediting.
2. Copyediting may include minor APA corrections, grammar and spelling checks, and minor edits to improve clarity and readability. The first author will receive a link to a Google document where they can respond to comments from the associate editors and approve minor changes.
3. Once the copyediting process is complete, authors will receive a link to a pre-publication formatted copy of the article to give final approval. Articles published in the *Family Science Review* will be assigned a DOI (Digital Object Identifier) number.

Phase 5: Publication

1. Once the article is published, authors will receive an announcement of publication with a link to their article, as well as the opportunity to promote their work through the Family Science Association social media channels.

Additional Notes

1. **Change in Authorship:** A change in authorship after submission (including the addition or deletion of authors or change in author order) must be documented with written approval from all authors and approved by a member of the Editorial Board. These requests may be sent via email to journal@familyscienceassociation.org

- 2. Withdrawal of manuscript from publication:** If authors choose to withdraw a manuscript from publication, the editorial board must receive written approval from all authors before the manuscript will be withdrawn. These requests may be sent via email to journal@familyscienceassociation.org