



Division for Early Childhood  
of the Council for Exceptional Children  
2900 Crystal Drive, Suite 100  
Arlington, VA 22202-3557  
Phone: 310-428-7209 | Fax: 855-678-1989  
Website: [dec-sp.ed.org](http://dec-sp.ed.org)

## Young Exceptional Children Monograph 18 Author Submission Guidelines

The *Young Exceptional Children Monograph Series* is a publication of the Division for Early Childhood (DEC). DEC promotes policies and advances evidence-based practices that support families and enhance the optimal development of young children (0-8) who have or are at risk for developmental delays and disabilities. DEC is an international membership organization for those who work with or on behalf of young children (0-8) with disabilities and other special needs and their families.

**Content of Author Guidelines:** [1. Scope](#), [2. Overall Tone](#), [3. Number of Pages](#), [4. Format](#), [5. Cover Letter](#), [6. Writing Style](#), [7. Review & Editing](#), [8. After Acceptance](#), [9. Submission Checklist](#), [10. Getting Started](#), [11. Suggest Reviewers](#), [12. Confirmation & Status of Submission](#)

**Useful Websites:** [Submission Site](#), [Example Article](#), [APA Guidance](#), [DEC Recommended Practices](#)

### 1. Scope

Young Exceptional Children (YEC) is an international, peer-reviewed monograph, directed to a multidisciplinary audience. All articles should be reader-friendly and written for a broad audience. The primary target readers of the monograph series include Early Childhood Intervention and Early Childhood Special Education program personnel, teachers, families, early care and education teachers, therapists, administrators, advocates and others who work on behalf of young children (birth-8 years old) who have identified disabilities or who are at-risk for future disabilities or developmental delay.

### 2. Overall Tone

*The YEC Monograph series* is intended to provide readers with up-to-date information about topical issues and offer an applied or practical focus. Manuscripts should be research-informed but focus on describing core values, principles, and practices associated with key topics in Early Childhood Intervention and Early Childhood Special Education.

### 3. Number of Pages

- 10-12 pages of text, double-spaced, 12 point font, Times New Roman, 1-inch margins on the sides, top, and bottom on 8.5 X 11 inch paper.
- Additional pages may be included for your cover page, references, tables, figures, photos and graphics.
  - *Cover page* should include each author's full name, profession, degree, affiliation,

address, phone number, and e-mail address.

- *Photos* must include the DEC Image Release Form for each photo.
- *Manuscript* should be free from all identifying information, including the file name.

#### 4. Format

- Include a 10-12 word title for your article that is engaging and descriptive of your content.
- Manuscripts must be prepared in accordance with the latest American Psychological Association guidelines <http://www.apastyle.org/index.aspx>
- Manuscripts must be saved as one doc file using MS Word or PDF and submitted electronically

#### 5. Cover Letter

- Include a date. Address your letter to the editors. State the title of your manuscript and if the work is original. We will not review manuscripts under consideration elsewhere.
- If you submit research findings, disclose any funding sources or other potential conflicts of interest and confirm ethics review board approval.
- You must state if all authors have read and approved the content of the manuscript.

#### 6. Writing Style

- *Descriptions, vignettes, or examples* are encouraged to engage readers with the topic and to extend their understanding of concepts introduced in your article.
- *APA Style.* Manuscripts must be prepared in accordance with the latest *American Psychological Association* guidelines <http://www.apastyle.org/index.aspx>
- *Define Terms.* Include a thorough explanation of related technical terms and jargon used in your article. Use acronyms after first using the full term.
- *Plagiarism.* Provide sound evidence for statements made by using citations from credible sources. Take care not to plagiarize the ideas or published work of others.
- *Indent.* Indent the first line of every new paragraph with no extra spaces between new paragraphs.
- *Quotations.* Long quotes of 40 or more words should be indented as a “block” without quotation marks.
- *Footnotes.* Avoid the use of footnotes and instead include in-text citations according to APA format.
- *Language.* Write in American English. “Person first language” must be used when referring to an individual or group (e.g., child with Down syndrome instead of Down syndrome child).

#### 7. Review and Editing

- The co-editors will assign manuscripts, which meet the format guidelines, to 3-4 peer reviewers. All manuscripts are blinded for review.



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- Authors are strongly encouraged to use an editorial service or peer-editor to ensure manuscripts adhere to APA and scholarly use of American English.
- Authors are expected to engage with the copy editor through email prior to the final publication.

### **8. After Acceptance**

- Following initial review, the co-editorial team may accept manuscripts with no further revisions or request revisions prior to accepting the submission.
- Authors must make the requested revisions according to the specified timeline in the acceptance letter.
- Authors must address their response to requested revisions in a new Cover letter to the editors.
- During the final stage, the corresponding author will receive instructions to review a PDF proof. Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following web site: [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html). This will enable the file to be opened, read on screen and printed out in order for any corrections to be added. Further instructions will be sent with the proof. If you anticipate a period of unavailability or access to your email, please arrange for a colleague to access your e-mail to retrieve the proofs and make complete the final proof review. **You will return the proofs to the Copy Editor within seven calendar days of receipt.** No major edits may be made to the text at this stage.

### **9. Manuscript Checklist (Before Submission)**

- ✓ Cover letter including any conflicts of interest declared; confirmation of original work; and disclosure of funding sources for projects or research studies.
- ✓ Title page with conflicts of interest declared including author names, degrees, and affiliations. Descriptive title of 10-12 words.
- ✓ Abstract of no more than 100 words.
- ✓ Up to five keywords separated by a comma.
- ✓ Manuscript and references double-spaced in APA style.
- ✓ No longer than 12 pages in 12-point font on 8 ½ inch by 11 inch paper with 1 inch margins.
- ✓ Corresponding author designated (on submission form, in cover letter, and on title page).
- ✓ E-mail address of corresponding author included in cover letter and on title page.
- ✓ Permission to reproduce any included copyrighted materials (e.g., figure) or signed DEC image release form for each photo.
- ✓ Acknowledgments listed for grants and technical support in cover letter.
- ✓ Authorship agreement for every author indicated in cover letter.
- ✓ High-quality resolution of any included electronic art with permissions indicated.



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- ✓ Content is focused on young children (birth through age 8) who are at risk for or have developmental delays or disabilities, their families, or individuals who provide services or otherwise support EI/ECSE through policy, advocacy, or other related activities.
- ✓ Manuscripts must be saved as *one* file in MS Word or PDF format and submitted via the electronic submission form.

### 10. Getting Started

Young Exceptional Children (YEC) Monograph 18 submissions must be uploaded via the online submission form: <http://www.dec-sped.org/open-call-yec-18>

Submissions must be completed in one session (edits cannot be made after the submission has been sent).

### 10. Suggesting Reviewers

Each lead author must indicate their interest in reviewing other manuscripts for the monograph. We also request that each author suggest two reviewers to assist with the review process. (Editors take care to ensure there are no conflicts of interest in the blinded, peer review process.)

### 12. Confirmation & Status of Submission

Before completing your submission, check “Send me a copy of my responses” and enter your email address to receive a copy of all information submitted. Once you have hit submit, you will be taken to a page that notes your submission have been received. If you have checked “Send me a copy of my responses”, you will also receive a confirmation email.

All authors will be contacted with the editors’ final decisions after the initial review process, in late October/early November.

## CONTACT INFORMATION

Co-Editors:

- Serra Acar ([serraacar@gmail.com](mailto:serraacar@gmail.com))
- Hollie Hix-Small ([hixsmall@pdx.edu](mailto:hixsmall@pdx.edu))
- Tara McLaughlin ([T.W.McLaughlin@massey.ac.nz](mailto:T.W.McLaughlin@massey.ac.nz))

DEC Executive Office ([dec@dec-sped.org](mailto:dec@dec-sped.org))

- Peggy Kemp
- Brittany Clark
- Sarah Sexton



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#### **PROPOSED CITATION\***

Division for Early Childhood of the Council for Exceptional Children (2018). DEC Young Exceptional Children Monograph Series. Los Angeles, CA: Author.

#### **Additional Issue Specific Guidance**

*Write your manuscript with the current YEC monograph purpose in mind.* The vision for YEC Monograph #18: International Perspectives in EI/ECSE's is to provide innovative, substantive, engaging, and accessible information for a wide global audience. Connect your content to at least one DEC Recommended Practice.