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## Editorial Policy

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## EDITORIAL POLICY AND GUIDELINES

The JADARA is a publication of the American Deafness and Rehabilitation Association (ADARA). Its focus is on the application of new knowledge to practice.

JADARA is intended to be a forum for practitioners and researchers to talk with each other for the purpose of advancing the state of the art in human services. The JADARA seeks research which is relevant to practice, and which is communicated in ways which excite, energize, and inspire the work of practitioners. At the same time, it 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.

As to content and subject matter, JADARA pages are primarily devoted to full-length articles. In addition, it publishes brief reports, which are approximately one journal page (two double-spaced typed pages) in length, as a vehicle for new ideas, preliminary results, research 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 (1200 Seventeenth Street, N.W., Washington, D.C. 20036). Manuscripts should be typed double-spaced, and with 1.5" margins on each side. Major articles (but not brief reports) must be accompanied by an abstract of 100-150 words which is typed on a separate sheet of paper. Three copies of each manuscript should be submitted on good quality paper with print quality which is clear and legible. Please be sure that manuscripts printed on dot-matrix printers are dark enough to read and photocopy easily.

In addition to the printed text, authors are required to submit a copy of the manuscript in electronic form. Should your article 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 with DOS 3.x you can submit the copy in standard ASCII text format using a 3.5" or 5.25" disk; (2) APPLE Macintosh users may submit copy on a 3.5" disk in text format; (3) users with a link to INTERNET or DEAFTEK can send an ASCII text file of their manuscript (see below for address). Articles submitted in electronic form must be accompanied by printed copies in the format described above.

The editorial review process is conducted in a manner which is 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 in the review cannot be guaranteed despite these safeguards. The Editor and the Editorial Review Board are committed to a review process which is as professional, fair, objective, and impartial as possible.

Manuscripts and any correspondence or questions regarding JADARA publication should be directed to:

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