

Guidelines For The 2009 International Visual Literacy Association *Selected Readings*

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Read document for details

Abstract

The purpose of these Guidelines is to describe how you should prepare your paper for publication in the *Selected Readings* published by the International Visual Literacy Association. These Guidelines are divided into four areas of discussion: page layout, first page layout, quality issues, and instructions on how to submit the manuscript. You must follow these directions in order to have your paper considered for publication...read them carefully.

Introduction

The *Selected Readings* is derived from papers presented by the participants at the International Visual Literacy Association's (IVLA) annual conference. Not all IVLA presentations are deemed appropriate for this book. The *Selected Readings* is one of the major methods of disseminating current research and ideas concerning visual literacy. If you are going to submit a paper for review in the *Selected Readings*, please read this document carefully!

The IVLA Readings are published on an austere budget. Therefore, all of the articles are reproduced exactly as submitted by the authors in final, camera-ready copy. Even with the advances in word processing technology, I believe this is still the best way to ensure a high quality document. The editors will **not** retype or reformat your papers. *If the paper is not submitted correctly, it will not be considered for publication.* The editors are very gratified by the contributors' willingness to adhere to these guidelines and to make requested revisions.

Each submitted paper will be read by at least two editors. If your paper is accepted for publication, you will be notified in approximately six weeks after submission and you will receive marked-up copies of your paper via return post. You will have several weeks to make these final corrections and return your final copy. Please keep these Guidelines. You will need them for your final edit. If you should lose these Guidelines, additional copies are available at www.ivla.org.

Page Layout

A page layout, which is uniform from article to article, provides a consistent style for the book. The Guidelines below must be used for formatting your paper.

Margins

All pages should have 1 inch left margin, 1 inch right margin, 1 inch top margin, and 1 inch bottom margin (without page numbers). For non U.S. writers this conversion is 2.54 cm. Page numbers will be added into the existing margin when the book is printed.

For international authors, remember the book will be printed using the U.S. format of 8 ½ inch x 11 inch pages. Be sure your margins take this into account.

Spacing

Line spacing is designed to save space on the page. Single space the text and double space between major heading groups. These Guidelines present a model for how you should do spacing.

Separation between sentences should consist of two spaces before you begin the next sentence. We believe this provides easier readability.

Indenting

Indent the first line of each paragraph .2 (0.51 cm) of an inch. This indentation indicates the beginning of a paragraph.

Page Numbers

Do not number the pages. Pagination will be added as the book is assembled. I have put page numbers on this document so that you can see how the pages will look in the book, but again, *do not put page numbers on your submission.* Because there will be no page numbers on your submitted version, please use a pencil and lightly mark page numbers and title on the back of each page. Then I can reassemble the paper if I drop them!

Because of the number of papers anticipated this year, no one will be permitted to publish a paper more than ten pages in length. Within this allotment you must include all of the tables and addendum necessary for the paper. If we stick to ten pages, we can publish more authors. Papers larger than ten pages will be returned to the writer

for editing or may be eliminated from the book.

Columns

The *Selected Readings* are published in a two-column format. The format has its advantages and disadvantages. You must use a two-column format. The size of each column should be 3.1 inches (7.87 cm). The space between the two columns should be .3 inch (.76 cm). Using this spacing will allow you to maintain the appropriate paper margins and still fill the page.

Remember that this is a visual literacy paper. You are encouraged to add pictures to your paper. If you need additional space for the pictures, you may spill pictures across columns. Be creative in using the two-column format and pictures. I invite you to look at past editions of the *Selected Readings* to see some creative ways of dealing with the two column format.

Justification

The editors believe the two-column format looks best when the text is justified on both edges of the column. Use left and right justification, often called full, for your two-column format.

Hyphenation

There are three reasons to use hyphens in your paper. These reasons are:

- Use a hyphen to connect 2 or more words functioning together as an adjective;
- Hyphenate the written form of fractions (i.e. thirty-three);
- Use a hyphen to avoid ambiguity or to separate awkward double or triple letters.

Consult a dictionary to determine how to treat compound words.

Type

You must use the Times Roman font for the text of the paper. The font size for the body should be 10 pt.

If you are unable to find this font in your word processor, contact the Senior Editor for instructions on how to proceed.

Headings And Subheadings

The use of headings and subheadings helps portray the organization of your paper. When using headings and subheadings follow these guidelines:

- 1st level heading, 10 pt. type, bold, Times Roman
- 2nd level heading, 10 pt. type, regular, Times Roman

All words in headings and subheadings will be typed in Title Case (each word begins with a capital letter).

Footnotes

Because of the two-column format, place all of your footnotes at the end of your paper. They should be done using the convention of 10 pt. type. Place the footnotes in the two column format.

Style Manuals

If you need to refer to a style manual, use the style manual of the American Psychological Association. When these IVLA instructions do not answer the question, the style manual rules.

First Page Layout

The first page of your paper is to receive a little different treatment. Consider the following special instructions.

Type

The size of the letters in your title should be 12 pt. Use the Times Roman font in bold. I strongly urge you to limit yourself to ten words or less when you give your paper a title. Titles that are too large detract from the paper.

Use upper and lower case letters for your title. Capitalize the first letter of *every* word in your title including of's, a's, and and's. This is also called Title Case.

Author Lines

The name(s) of the author(s) should appear in the next space below the last title line. Use 10 pt. regular type for this line. You should include only the name of the author(s) on this line. Do not include your affiliation or job title. If multiple authors write the paper, include their names on the same author line. This is shown as an example at the beginning of this paper. Separate the author's names with 5 spaces. If the number of authors exceeds one line, simply allow the names to spill to the next line. Allow 5 spaces between each author's name. There is no need to place a comma after each author's name.

Abstract

Your paper must have an abstract. I have included an abstract on the first page of this document to give you a model to copy. The abstract will appear on the first page of the paper. Because a lengthy abstract defeats the purpose of a summary, you will be limited to no more than 100 words. Do not use a first line indentation for the abstract.

The abstract should not be printed in the two column format. Print the abstract across the top of the paper in one column, full registration format. It will be headed

with the word **Abstract** centered on the page in 10 pt, bold, Times Roman type. The text of the abstract will follow in 10 pt, regular, Times Roman type done in paragraph form.

The title **Abstract** will appear one 10 pt. line space below the author line. The abstract will be separated from the body of the paper by two 10 pt. line spaces.

Quality Issues

In addition to quality of knowledge, the editors also want a quality look to the book. Many readers have commented on the high quality of our previous books. I have noted some of the quality issues we want you to address.

Print Quality

Printed text (300 x 300 dpi minimum) is the only print that will be accepted.

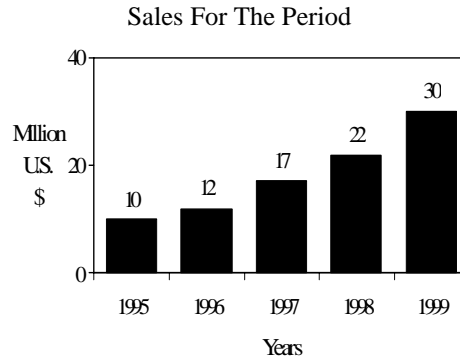
Visual Enhancements

In the past, some of papers published by IVLA were made up of words only. I wonder why visual literacy authors write without visuals. My goal is to have at least one picture, figure, or whatever in every paper published. Remember, this is the International Visual Literacy Association not the International Text-Only Literacy Association.

How To Use Figures

I have included several pictures in this document to give you an idea of how you should include them in your paper.

Figure 1



Note the figure title is placed at the top of the figure. Be sure that all figures are titled at the top. The Times Roman 10 pt font is used to title the visual. The figure number and the title are printed in a combination of capital and lower case letters, also known as Title Case. As with the title of the paper, all letters in the Figure title will begin with a capital letter.

Create your graphs and drawings using the Times Roman font.

Pictures are difficult to place when you use the two column format. Sometimes you are left with more white space at the end of a column than you would like. At other times you may have to make the picture smaller than desirable. These are some of the problems that all authors face when publishing pictures. Find creative ways to solve this problem. For example, you can spread a picture across columns. Don't allow the column format to limit you. Use this format to your advantage.

Pictures cause a particular challenge for our printing contractor, but pictures are a problem that I like to have. Below I have also included a figure that is a continuous tone photograph. If you are careful about the quality of the original photograph, your photographs will reproduce perfectly in the final publication. The photo I included as Figure 2 was simply scanned and then imported into the document and printed. If the photograph looks good in the copy of the paper that you send to me, it will look good in the final printing.

Figure 2
A Photo Example
(used with permission of WRTA Radio)



Unfortunately, we can not use color pictures in the *Selected Readings*. The only use of color in the book is usually on the cover. This limitation is due to our attempts to make the book as affordable as possible. All color photographs will have to be converted to black and white pictures.

Finally, all figures should be referred to as figures even if they are tables or illustrations. Number these consecutively throughout the paper as Figure 1, Figure 2, etc.

Copyright Consideration

Quoting extensively from one source or using illustrations, figures, or photographs from previously printed sources is a violation of copyright laws. If your use of copyrighted material requires a signed copyright release, please provide a copy of the release with your manuscript. Papers that do not have this release will be returned to the author.

Also, note that even material that you originally produce may require copyright release if they have been printed in another source and the copyright has been transferred to that publisher.

Normal footnote procedures will be used to quote materials for text. To cite a visual and note that copyright permission has been received, see Figure 2. A citation, shown in parenthesis, will indicate permission has been granted.

The editors will deal with copyright violations severely.

Plagiarism

The editors assume that your work is original and all portions of other's work that you use in your paper are properly cited. If your paper is accepted for publication, you will be asked to sign a **Certification of Original Work** that will be returned to the Senior Editor. If you fail to submit the certification, your paper will not be printed. This is a very serious topic and can not be taken lightly by any author.

Submitting Your Manuscript

We use a relatively old fashioned but expedient method of submitting papers. It has worked well for IVLA over the years. I ask that you mail (**not email**) the papers to me.

Editing the papers for the *Selected Readings* is difficult because of the schedule pressure that the editors face. The editors read the papers following the annual conference. Reading takes about a month. Papers are then returned to the authors for final corrections and, when they are returned, they are compiled and sent to the printer. This is a brief period of time for a complicated process. Consequently, if you fail to comply with the rules, you may jeopardize or delay the publication of your paper.

All manuscripts submitted for the IVLA Readings are read and edited by the editors. Each author must submit 5 copies of their initial manuscript. We will black out your name on the copies of your paper that are submitted to the editors for review to allow them to read the papers blind. The book will carry a peer review statement inside the front cover.

Please staple each copy together. Do not use paper clips or any other device that will allow your paper to become separated.

Cover Page And Titles

One copy of your paper (one of the five copies submitted) should be submitted with a cover page. On the cover page put the title of the paper and your name. Print your name as you wish for it to appear in the table of contents, your mailing address, home and work phone numbers, fax machine number, and your email address. If there is more than one author, please designate a contact person so that all correspondence should be addressed to him or her.

Dates And Deadlines

Since one of our goals is to have the finished product to the printer by the early part of the year, it is necessary to set a few important deadlines. I expect you to send five copies of each paper that you want to be considered to the address listed below. **Please mail (snail mail) your paper to me at the address listed below. The editors must receive all first round papers by November 17, 2008.**

The edited papers will be returned to the authors in mid December. All changes and corrections should be made and returned to the editors in early January. These deadlines will enable us to meet the overall deadline and have the book to the printer by the end of January.

Awards

Again this year, several awards will be given to honor outstanding effort in the *Selected Readings*. The awards are:

- Editors’ Choice Award - This award is given to the paper which the editors consider the best work of all of the contributed papers. The Editors’ Choice Award paper is distinguished from the other papers in the book with a distinctive corner marking in the publication. The editors determine this award.
- Braden/Beauchamp Visual Literacy Award – This award, named for two previous editors of the *Selected Readings*, seeks to honor the paper that best helps contribute to the definition of the study of visual literacy. This award is given only in years where sufficient contributions have been made to the *Selected Readings* in this area. The editors also determine this award.
- Graduate Student Editor - Each year a graduate student is selected from the host institution to assist the editors in compiling the *Selected Readings*. The graduate student editor is honored with a page in the

Selected Readings.

Summary

It is our hope that these guidelines will assist the authors in the preparation of their IVLA manuscripts. I have not only outlined IVLA’s needs but I have also tried to demonstrate these intentions with a finished product. If you need any additional assistance, contact Bob Griffin at the Center of Excellence for Remote and Medically Under-Served Areas (CERMUSA) at Saint Francis University. Please send your submissions to me at:

CERMUSA
 Saint Francis University
 3rd Floor Pasquerilla Library
 117 Evergreen Drive
 Loretto, PA 15940

- phone: 814-472-3389 (office)
- fax: 814-472-2830
- email: rgriffin@cermusa.francis.edu

PRE-MAILING CHECKLIST

Item	Check
Paper layout - 1” margins (2.54 cm) all around (based on an 8 ½ inch x 11 inch page)	
Single space the text – Double space between major heading groups	
Double space between sentences	
Title - 12 pt bold Times Roman	
Title - First letter of <i>every</i> word in the title starts with a capital letter (including of’s, and’s, etc.)	
Author line - 5 spaces between multiple author’s names	
Author line – Even though the author line has been blacked out (for purposes of unbiased editing) your name should appear beneath the title of the paper.	
Abstract title - 10 pt Bold text – Times Roman	
Heading 10 pt Bold text – Times Roman	
10 pt Times Roman body text	
.2 inch (0.51 cm) paragraph indentions	
3.1 inch (7.87 cm) columns, space between columns .3 inch (.76 cm)	
Do not show organizational affiliation on the author line	
Do not put your title (i.e. Dr., PhD.) on the author line	
All pictures, tables, and other illustrations are referred to as Figures and are numbered consecutively throughout the paper (i.e. Figure 1, Figure 2, etc.).	
Figure titles appear above the figure	
First letter of <i>every</i> word in the figure title starts with a capital letter (including of’s, and’s, etc.)	
Do not use page numbers, however write paper title and page numbers lightly on the back of each page	
Enclose 1 copy of the paper which has a cover sheet attached. The cover sheet should include: <ul style="list-style-type: none"> • title of the paper • author(s) names as you wish for it to appear in the table of contents (if there is more than one author, please designate a contact person) • contact’s mailing address 	

<ul style="list-style-type: none"> • contact's home phone number • contact's work phone number • contact's fax number • contact's email address (if you don't have email say NO EMAIL) 	
Enclose 4 regular copies (5 copies total) of the paper	
Staple all copies of the papers (no paper clips)	
Mail the paper to Bob Griffin (Do not use email)	
If your paper is accepted, are you prepared to sign a Certification of Original Work ? This will be sent to you if the paper is accepted.	