***JOURNAL OF THE SOUTH PACIFIC EDUCATORS IN VISION IMPAIRMENT (JSPEVI)***

**CONTRIBUTOR GUIDELINES**

The Journal of South Pacific Educators in Vision Impairment (JSPEVI) is intended to provide a forum for scholarly exchange among people dedicated to and involved with the education of learners who are blind or have low vision, including learners with deafblindness and additional disabilities.

Topics appropriate for the journal include, but are not limited to, the following:

* original research studies, with practical relevance to the journal’s readership,
* literature and book reviews,
* conceptual, policy or position papers,
* descriptions, reviews or evaluations of innovative instructional curricula,
* programs or models of education for learners with vision impairment, and
* reports of organisations/agencies providing education, health or rehabilitation services for learners with vision impairment and their families.

**MANUSCRIPT PREPARATION**

Manuscripts that are of a scholarly nature should be submitted electronically, with the content split into the following two files:

**File 1 Author information**

Authors must submit a separate file containing (a) the manuscript title, (b) author or authors’ name, professional title/status and organisational affiliation of authors, and (c), preferred contact details (address, email, fax, telephone) for the principle author (or co-author) who will be handling correspondence.

**File 2 Manuscript**

**Manuscript presentation:** Manuscripts should be submitted in Arial 12-point font, double line spaced, with left aligned paragraphs, 2.54cm page margins (normal margin setting) and numbered pages. A running title header should be included on each page (with no authorship information included).

**Size limit:** The preferred size limit for scholarly manuscripts is 5000 words or less. The preferred size of agency reports is one A4 page of single line text (or less).

***Abstract:*** Academic manuscripts should include an abstract of 120 words or less, giving a brief summary of the overall content. The abstract may be followed by a list of key words.

**Figures and tables:** Numbered figures and tables should be included in the manuscript. Tables should be created using a table function, and figures submitted in Black and White, with consideration to the readability of the figure when reduced for publication.

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**REVIEW PROCESS**

Manuscripts will be acknowledged upon receipt. Following preliminary editorial review, articles will be sent to members of the Editorial Advisory Panel and where warranted, to consulting reviewers who have particular expertise in the subject. This journal uses the “blind review” system. Reviewer feedback will be sent to the author/s with an invitation to revise the manuscript content and respond to the reviewers’ comments. The review process may sometimes take up to three to four months. The names of consulting reviewers will periodically be published in the journal. Reviewed manuscripts will remain the property of South Pacific Educators in Vision Impairment (SPEVI). Authors will be advised in writing if their manuscripts are not accepted for publication.

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