Manuscript Submission Guidelines for *The New RE:view*

These guidelines describe the article types that TNR publishes. They also detail the submission requirements and provide instructions on preparing and submitting your manuscript.

Article Types Published by *The New RE:view*

The New RE:view (TNR), a professional journal of AER (Association for Education and Rehabilitation of the Blind and Visually Impaired), provides a forum for professionals to share practice-related insights and findings that offer promising instructional techniques, applications, and strategies. Using a rigorous peer-review process, TNR fulfills its commitment to align practice with theory and research and to assist practitioners in strengthening their services to adults and children who are blind or have low vision.

The New RE:view accepts manuscripts in six categories: Practice Reflections, Practice Reports, Applied Research Reports, Book Reviews, Views from the Field, and Guest Perspectives. The following segments detail the characteristics of these six article genres.

Practice Reflections

The New RE:view defines Practice Reflections as practitioners' descriptions of ideas and strategies that have effectively served them in teaching particular skills or content areas. Data reports are not required but may be included. Such articles will provide other professionals with ideas that may allow them to enhance the services they provide to students and adults.

Practice Reflection submissions must include a separate abstract that provides a brief paragraph summarizing the content of the manuscript. Practice Reflections are limited to 2,000 words.

Practice Reports

The New RE:view defines Practice Reports as descriptions of methods and materials that implement evidence-based or promising practices. Practice Reports provide evidence from relevant work in the real-world leading to innovative approaches. Unlike controlled studies, they are based upon instruction of learners as part of everyday practice that is consistent with progress monitoring.

Reports of information gathered from anonymous learners usually would not require prior approval by an Institutional Review Board (IRB) to assure protection of human subjects. Authors who are uncertain about whether IRB approval is needed can contact us at TNR@aerbvi.org for guidance. In cases where IRB review is required, upon request of the author, TNR will attempt to connect the practitioner with an IRB. For more information regarding IRB approval, see Guidelines for Protection of Human Subjects at this link: [Guidelines for Protection of Human Subjects](#).

Practice Reports should contain the following sections: an abstract, a problem relating to practice, a review of pertinent research, and detailed descriptions that will help guide practice. The abstract must be submitted as a separate file.

Tables and figures may be a part of Practice Reports but are not required. Practice Reports are limited to 3,000 words, excluding tables and references. (Contact the Executive Editors at TNR@aerbvi.org if you find it necessary to exceed 3,000 words.)

Applied Research Reports

The New RE:view defines Applied Research Reports as original research and analyses focusing on the needs of individuals with visual impairments, regardless of age. Research reports must include a recognized research methodology, which may include quantitative (group or single-subject designs), qualitative, or mixed-methods research. Systematic reviews of the literature such as meta-analyses and best-evidence syntheses of applied research articles may also be submitted. In all cases, the research published by TNR must be focused on direct application of the research to practice.

Applied Research Reports published in TNR should begin with a structured abstract provided in a separate file. The structured abstract of 150 to 300 words must contain sections with the following headings: Introduction, Methodology, Results, Discussion, and Application for Practitioners.

In addition to a structured abstract, the body of an applied research report manuscript must include the following sections: Introduction, Literature Review, Methodology, Results, Discussion, and Application for Practitioners.

Applied Research Reports are generally limited to 5,000 words, excluding the structured abstract, tables, and references. (Contact the Executive Editors at TNR@aerbvi.org if you find it necessary to exceed 5,000 words.)

For information regarding IRB approval, see Guidelines for Protection of Human Subjects at this link: Guidelines for Protection of Human Subjects.

Book Reviews

Book Reviews are summaries and reactions to current literature in the field with an emphasis on new publications. Book Review submissions must include a separate abstract that provides a brief paragraph summarizing the content of the review. The abstract must be submitted as a separate file.

Book Reviews are limited to 2,000 words excluding the abstract. If you are interested in submitting a Book Review, contact the editors at tnr@aerbvi.org.

Views from the Field

Views from the Field are informational or opinion pieces related to developments that impact people with visual impairment. *Views from the Field* submissions must include a separate abstract that provides a brief paragraph summarizing the content of the manuscript. The abstract must be submitted as a separate file.

 Views from the Field are limited to 2,000 words excluding the abstract. All such submissions will be accepted at the discretion of the Executive Editors.

Guest Perspectives

Guest Perspectives are essays that illustrate points of view, historical reflections, or personal insights. *Guest Perspective* submissions must include a separate abstract that provides a brief paragraph summarizing the content of the manuscript. The abstract must be submitted as a separate file.

Guest Perspective articles should contain no more than 4,000 words. If you are interested in submitting a manuscript in this category, contact the Executive Editors at tnr@aerbvi.org.

Requirements for Submissions to TNR

Manuscripts must be consistent with the purposes of *The New RE:view* as determined by the editors. Authors are encouraged to provide specific information that will permit their work to be applied by other practitioners and/or researchers. Previously published articles or those under consideration by another publisher will not be accepted by TNR.

Authors must agree to grant the copyright to AER for all manuscripts that are accepted for publication and agree that TNR has the authority to make editorial changes necessary for space requirements, accessibility, readability, and journal standards.

Submissions must include the following files:

- A manuscript *without any identifying author information*
- A separate title page that includes all author affiliation information (See affiliation details in "Preparing Your Manuscript" section that follows.)
- An abstract as a separate file
- A completed Alt Text Form if figures (i.e., tables, photos, charts, illustrations, etc.) are included in the manuscript
- A separate file for each figure (tables, photos, charts, illustrations, etc.) that is included in the manuscript; include the table number and title in that file
- An individual Word (docx) or Excel (xlsx) file for each table included in the manuscript; image files are not acceptable
- A Media Release Form for any photos of recognizable individuals shown in the manuscript

Preparing Your Manuscript for TNR

Manuscripts must be prepared according to the following guidelines:

- Manuscripts must be prepared using the most current edition of the Publication Manual of the American Psychological Association (APA).

- For applied research articles in which human subjects have been used, authors must provide a statement indicating that an IRB has provided approval.

- Authors must disclose the funding agency for supported research, if any.

- Authors must disclose any relationships that could be a possible conflict of interest or could impact impartial presentation of information.

- The abstract **must not include any information that identifies the authors** and must be submitted as a separate file.

- The submission must include a **title page** that is a separate file containing the title of the submission followed by the names and affiliation information for all authors. The affiliation information must list the lead author followed by all other authors using the author sequence to be shown when published. The name and email address of the corresponding author should be identified separately.

  Each author's affiliation information must be listed in the following order on the title page:

  Author's name as it should appear in the publication

  Highest academic degree

  Certifications (optional)

  Occupational title

  Place of employment or affiliation at the time of authorship

  Author's mailing address

  Author's phone number

  Author's email address

  Include the author's ORCID number if known.

- The manuscript file must be free of any information that identifies the author(s) because the manuscript goes through anonymous peer review.

- The manuscript and accompanying files must be submitted electronically in MS Word, Arial font, 12-point, double spaced with one-inch margins.

- Manuscript pages must have a running head showing a shortened title of the article. This is an abbreviated version of the manuscript title, not to exceed six words, and will be used in the running head of the published article.

- Each page must be numbered in the top right corner of the running head.

- Unabbreviated manuscript titles should typically not exceed 15 words.

- The manuscript must include a numbered "callout" that indicates the placement of each figure (table, picture, illustration, etc.) to be included. The callout should indicate the location where the figure should appear. It should clearly identify what the figure demonstrates (e.g., "Table 2 showing the results of ….").

- Figures that contain photos must be saved as 300 pixels-per-inch (ppi) JPEG files.

- A completed Media Consent and Release Form must be provided for each individual appearing in photos. TNR's release form can be downloaded from the "For Authors" section of The New RE:view site.

- Authors must include specific Alt Text language for each figure in the manuscript by completing the Alt Text Form available in the "For Authors" section of The New RE:view site. Alt Text descriptions identify the information provided in the figure. For details about Alt Text, visit the WebAIM site at https://webaim.org/techniques/alttext/.

Submitting Your Manuscript to TNR

The New RE:view only accepts manuscripts submitted electronically. When your manuscript is ready for submission, you will need to register online with TNR's electronic portal, Editorial Manager (EM), using the following link: Submit a Manuscript to TNR.

- If you have not previously established an account in Editorial Manager, choose the "Register Now" option to create your account.

- After registering, choose the "Submit New Manuscript" option; then move to the Article Type screen and choose the appropriate category from the drop-down menu.

- Click the Proceed button to move to the Attach Files screen where you can submit your files.

- Click the Proceed button to provide the remaining required information.

- After you complete your submission, EM will build a PDF of your manuscript, which will require approval from you. The PDF will appear after several minutes, and you will have the opportunity to approve it on that screen. Your approval of the newly built PDF is required for your submission to be complete.

If you encounter difficulty, contact us at TNR@aerbvi.org. Questions about manuscript preparation can also be submitted to TNR@aerbvi.org.

Language Disclaimer

We at *The New RE:view* acknowledge that language use in the context of blindness and visual impairment is an important issue that engenders strong feelings. The most frequent concern is whether person-first or identity-first language should be used. While it has been the practice to use person-first language in formal publications (i.e., a person who is blind), we acknowledge that many people with disabilities prefer identity-first language (i.e., a blind person). We are aware of these differences of opinion, and we acknowledge and respect both perspectives. The Editorial Board of TNR encourages authors to use natural language that describes individual experience.