**NASP Research Reports**

**Instructions for Submitting Manuscripts**

*NASP Research Reports* is an online venue that publishes research examining general trends or phenomena impacting the field as a whole. Such research comes primarily from studies conducted by NASP leadership, collaborations among staff directors and committees or boards, and approved research partnerships between NASP and outside organizations. *Research Reports* differ from other NASP publication venues in the following ways:

1. Available to NASP members and the general public via the NASP website and disseminated to various media outlets, to ensure that NASP is in the forefront of the public’s mind when it comes to school psychology;
2. Provides an outlet for peer-reviewed research that would otherwise have difficulty reaching all intended audiences.
3. Gives NASP leadership and staff directors an avenue to help drive research efforts that are necessary to support the important advocacy initiatives and goals of the association;
4. Prompts NASP workgroups and leaders to regularly generate important research questions relevant to NASP and the field;
5. Support the reputation of NASP as an organization that values the role of scientific study and utilizing data to inform policy.

**Procedures for Selecting Manuscripts for Publication**

*NASP Research Reports* has an editor (chair, co-chair, or member of the Research Committee) and a co-editor (NASP Director of Research) and publishes traditional manuscripts and shorter data-focused, Data Briefs. Upon receipt of a manuscript, the editor and co-editor will identify two to four reviewers with relevant content knowledge; these may be Research Committee members or others with expertise in the manuscript’s topic area. (A member of the Publications Board may be asked to serve in an advisory role for input regarding reviewer selection, content, coordination with other NASP publications, and other issues.)

An ad hoc, blind peer-review process is used to review manuscripts. Reviewers evaluate the manuscript, identifying strengths and deficits, and make a recommendation regarding publication to the editor. Upon receipt of reviews, the editor makes a final decision regarding publication (accepted; tentatively accepted pending receipt of a revised manuscript based on reviewers’ recommendations; or rejected) and notifies authors of this decision within 60 days. Authors whose manuscripts are rejected will be informed by the co-editor with the rationale for the decision. The editor holds final decision-making authority regarding publication in *NASP Research Reports*. There is no provision for appeal of decisions. Researchers whose submissions are accepted for publication are required to assign copyright ownership to NASP. Questions regarding the review process or the outcome of a particular review should be made via email to the co-editor, Dr. Nicholas Affrunti at naffrunti@naspweb.org.
Requirements

1. Eligible manuscripts report research conducted by NASP leaders, committee or board members or staff directors, and by those in approved research partnerships with NASP.
2. If a manuscript reports a study conducted by or on behalf of a NASP committee or board, this should be acknowledged in the manuscript. This can be accomplished by including authors’ committee or board affiliations; by using a subtitle (e.g., “A Study Conducted on Behalf of the NASP Research Workgroup”; or through authorship by the workgroup itself. Regardless of the manner in which credit is given, the chair or co-chair of the committee or board must approve the manuscript prior to its submission, and the manuscript must be accompanied by a letter to confirm chair or co-chair approval.
3. The research must make a significant contribution to NASP, the field, or relevant constituencies. Research on specific intervention outcomes is not appropriate for this publication.

Procedures for Submitting Manuscripts

All manuscripts should be concise, providing enough detail for researchers to evaluate the study in terms of its methodological rigor, yet written so that it can be understood by the general public. There are two manuscript formats, Data Brief and Traditional Manuscript that have different requirements. Please ensure that your manuscript adheres to the requirements for your format.

Data Brief

Data Briefs are short, data-focused publications that aim to provide a concise, visual review of a dataset and/or a specific research question. The Data Brief should include a short introduction; analyses that are primarily visual in nature; highlights; and technical information. Data Briefs should be as concise as possible and no longer than fewer than 2500 words. All figures and tables should be placed within the text body of the document, not at the end of the manuscript. Submit the manuscript in the following format:

1. **Title and author information.** Include the title of the manuscript, and provide the names, affiliations, and complete contact information for each author in the order they are to appear in the article. **To facilitate blind review, this information should appear only in the body of the email submitted by the corresponding author.**
2. **Title, abstract, and up to 5 keywords.**
3. **Relevance to NASP and/or the field of school psychology.** Briefly describe how the study addresses NASP’s mission, vision, and strategic plan and helps inform the field. **The section will be used in the review process, but will not appear in the final article.**
4. **Introduction.** Briefly describe the research questions that the study addressed, and the relevance to the profession.
5. **Results.** Results should be primarily visual. Briefly describe the results observed in each visualization.
6. **Highlights.** A bullet point list, no more than 10, of the primary findings and their importance, especially with regard to the implications for school psychology practice and policy. This can include specific actions or recommendations for policymakers or other interested parties.
7. **Technical Information.** Describe the data set used in the analyses, the methodology used in the data analysis, and any limitations of the findings or data used. Describe any limitations associated with methodology or generalization of findings to the field.

8. **References and citations.** Follow the guidelines in the most recent edition of the *Publication Manual of the American Psychological Association.*

Submit items 2-8 in one PDF file or Word Document as an email attachment to the co-editor, Dr. Nicholas Affrunti, at naffrunti@naspweb.org. The title and author information should appear only in the email.

**Traditional Manuscripts**

Traditional manuscripts should be approximately 2,500 to 3,500 words in length, not including items 1–3, and 10 below. All figures and tables should be placed within the text body of the document, not at the end of the manuscript. Submit the manuscript in the following format:

1. **Title and author information.** Include the title of the manuscript, and provide the names, affiliations, and complete contact information for each author in the order they are to appear in the article. **To facilitate blind review, this information should appear only in the body of the email submitted by the corresponding author.**

2. **Title, abstract, and up to 5 keywords.**

3. **Relevance to NASP and/or the field of school psychology.** Briefly describe how the study addresses NASP’s mission, vision, and strategic plan and helps inform the field. **The section will be used in the review process, but will not appear in the final article.**

4. **Introduction.** Briefly describe the relevant research, the research questions that the study addressed, and the relevance to the profession.

5. **Methods.** Describe the study methods concisely, including instruments, the sample, and the procedures used.

6. **Results.** Briefly describe the results.

7. **Discussion and Implications.** Briefly discuss the importance of the findings, especially with regard to the implications for school psychology practice and policy. If appropriate, state specific actions or recommendations for policymakers or other interested parties.

8. **Limitations.** Describe any limitations associated with methodology or generalization of findings to the field.

9. **References and citations.** Follow the guidelines in the most recent edition of the *Publication Manual of the American Psychological Association.*

10. **Appendices.** Attach all surveys and other instruments.

Submit items 2-10 in one PDF file or Word Document as an email attachment to the co-editor, Dr. Nicholas Affrunti, at naffrunti@naspweb.org. The title and author information should appear only in the email.

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