

Qualitative Research Formatting Guidelines for the JRE

Instructions for Authors

Authors should make the type of research study (i.e. design) conducted apparent both within the manuscript and in the abstract to assist in the reviewing process.

The manuscript should be in Times New Roman, 12-point font, with 1-inch margins on all sides. The manuscript should not exceed 20 pages including the title and reference pages.

All submissions will follow formatting guidelines for the Publication Manual of the American Psychological Association, 7th ed. ISBN 978-1-4338-3216-1.

Title page

Title should be in at least a 14-16 size font and bolded

First author, affiliation, email

Second author, affiliation

Third author, affiliation

Abstract (no more than 250 words with all components of the manuscript included, italicized)

Keywords: *keyword; another; another*

*If manuscript is accepted for review, author(s) and affiliation(s) will need to be removed for a double-blind (the identity of the reviewers and authors are not disclosed) peer review. Please submit both a blinded and non-blinded copy of your manuscript.

Manuscript

Each qualitative research manuscript must contain the following components, which are to be listed as level 1 headings (with the exception of the Introduction, which does not require a heading):

Introduction

The introduction should concisely summarize the topic or problem being researched and clearly explain the purpose of the study. The research questions should be clear and quantifiable with the appropriate hypotheses, aims, and objectives included. The introduction should include a review of the relevant literature that supports the need for the study.

Methods

The methods section should include inclusion/exclusion criteria, characteristics of the participants, data collection procedures, sampling and recruitment, data collection, instrumentation, research design, data processing, and data analysis. Any methods to enhance the quality of measurements (validity, reliability) should also be discussed. The study design

should be appropriate for the research question(s) and enough detail should be included for replication of the study. Any potential bias should be disclosed. Sufficient time should also be allowed for data collection and analysis in an effort to reasonably answer the research question(s).

Results

Results should be clearly presented and accurate. All relevant data is to be included. Any narrative description of the data should be consistent with coinciding tables and figures. Provide sufficient detail concerning the participants and data analysis. Report any problems experienced that could affect the validity of the findings.

Discussion and Conclusion

The discussion should include whether the findings support or refute the initial hypothesis. Findings should be discussed in relation to the work of others and how the research adds to the body of existing literature. Authors should include an interpretation of the findings and whether or not they can be generalized to a larger population. Implications of the study and areas for future research should be included. Conclusions should be supported by the data. Limitations and contradictory evidence should be addressed logically.

Tables and Figures

Tables and figures should follow APA formatting and be presented in a clear and appropriate manner. The tables and figures should be consistent with any narrative description in the text. Figure legends and table headings should concisely describe what is shown.

References

Should begin on a new page and follow APA guidelines for reporting. All references should be cited within the manuscript at least once. Cited studies should include both current knowledge (recent publications) and key references for initial theories/discoveries.

Appendices

Appendices should only be included if applicable and page limit permits. This material should help supplement the manuscript (help the reader better understand or replicate the study). An example of a document to be included as an appendix would be a survey.

A call for manuscripts will occur approximately twice per year. All manuscripts will be submitted to the CVENT platform. The co-editors will review each submission for topic and research design. Manuscripts meeting journal quality standards and topics of interest will be sent to two reviewers with content knowledge of topic and/or research design. Reviewers will be given approximately 4 weeks to conduct their reviews and provide their recommendations for revision and potential for publication. If revisions are recommended, authors will be given 2-4 weeks to complete depending on the amount of revision requested. Revised manuscripts will then be sent back to reviewers. Following the final review, a recommendation for publication will be made. If the two reviewers have differing opinions, the co-editors will make the ultimate

recommendation. If your manuscript is published in the JRE, we encourage you to volunteer as a reviewer for the journal and assist other researchers/authors in the peer review process.