

CASP Today Submission Guidelines

CASP Today welcomes articles relevant to practicing school psychologists in an effort to promote evidence-based practices and to close the research to practice gap. All articles submitted for publication must be complete, including graphics and/or photos, and be received on or before the announced deadline to be published. All references should follow an APA format and only well-organized, final draft articles will be considered. Criteria for selection are as follows:

- The typical *CASP Today* article is 3-4 pages in length (including a reference page).
- **Timeliness:** Issues are published 4 times yearly and deadlines are published on the *CASP* website.
- **Relevance:** Topics related to current events, legislation, or new evidence-based practices in school psychology will be given preference. Articles submitted on other areas of interest will be saved for future issues.
- **Specific value to *CASP* membership:** *CASP* is committed to providing quality service to our membership base. Surveys are distributed to members on an annual basis to determine topics of interest and those results will be considered when planning *CASP Today* issue contents.
- **Writing must be clear and concise.** Writing clearly means choosing words deliberately, constructing sentences carefully, and using grammar properly. Concise writing means using the fewest words possible to convey an idea clearly. Follow a logical outline and avoid redundancy.
- **Writing should be formal rather than informal.** Use a tone that is appropriate for communicating with professional colleagues—other researchers and practitioners—who share an interest in the topic.
- **Use references and citations throughout the paper following APA format.**
- **Avoid biased language.** Be sensitive to labels, words, or descriptions that may be offensive or have negative connotations.
- **Define technical terms that may be unfamiliar to the reader.** All submissions should be sent electronically to kendallb@casponline.org at least 1 month prior to the publication deadline. *CASP* reserves the right to determine suitability for publication and the right to edit for length. Permission shall be obtained from the author(s) to print submissions that have been substantially reduced.
- **In the event an author wishes to reprint an article that appeared in *CASP Today* in another journal or publication, the author must first request permission from *CASP Today* editors.** If permission is granted, the article may be reprinted, but must include the statement, “First printed in *CASP Today* (date) (issue).” The author is responsible for specifying the date and issue of the original publication.

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