

## SUBMISSION GUIDELINES

### Submissions

Proven Publications invites the submission of manuscripts for potential inclusion in *Proven: Beyond the Process*. Submissions should demonstrate an understanding in performance, training, workforce, and/or development. Submissions should also present an outcomes-focus, provide a systems view, contribute value, establish partnerships, or demonstrate a systematic approach.

Manuscripts should be of interest to both domestic and international audiences and applicable to a variety of professional vocations and work settings.

*Proven* welcomes a variety of manuscripts, such as practitioner viewpoints, instructional articles, procedural frameworks, ready-to-use job aids and assessment tools, guidelines for research, updates on trends, reviews of relevant new books, and summaries of contributions from major practitioners within the field. Providing emphasis on the practical implications of viewpoints, concepts, or theories presented is strongly encouraged.

Your work should answer questions such as:

- What outcomes, implications, applications, and consequences are identified?
- What changes to practice should be made as a result of the research in this manuscript?

Although it is sometimes necessary to refer to a product, service, or organization, any manuscript that, in the editor's estimation, *promotes* a specific product, service, or organization will not be accepted. In reviews, it is important to evaluate both advantages and disadvantages.

### Length

The recommended word count is approximately 1,500 to 2,000 words.

### Editorial Policy

Authors are responsible for the grammatical and stylistic accuracy of all submitted materials, including references, quotations, and texts. All materials other than specific quotations must be the author's own work. If there is substantial use of copyrighted materials, the author is responsible for securing permission to use the material. Proven Publications does not generally accept previously copyrighted material. If your material is copyrighted, contact Proven Publications' publication department before submitting your work. Unless previously copyrighted, any manuscript accepted for publication becomes the exclusive property of Proven Publications and will be copyrighted in Proven Publications' name. All manuscripts submitted for publication must conform to the most recent publication manual of the American Psychological Association (APA). Proven Publications will apply its own style guidelines to ensure consistency. Proven Publications reserves the right to add, delete, or modify headings and subheadings, as well as to add callouts, kickers, and artwork.

### Manuscript Format and Author Information

Manuscripts must be submitted with a separate cover sheet that includes the following information for each author: manuscript title, authors in order of preference (listed as they should appear in the published article),

e-mail address, phone number, and delivery address (home or work; no PO boxes).

Page numbers should be included on each page.

At the end of the manuscript, for publication with your article, provide a 150-word biography and include an e-mail address.

Feel free to include a 75-word summary (abstract) of the manuscript, and/or to select a sentence or two from your manuscript to whet the reader's interest. If these are not provided, the editors will extract this information at their own discretion.

### Figures and Artwork

Figures and artwork should be professionally rendered. Image resolution must be at least 300dpi and 1275 x 1650 pixels (an 8.5 x 11 inch image at 300dpi is approximately 2550 x 3300 pixels), CMYK if possible (RGB images will be converted, but color matching is not guaranteed). Formats accepted: PSD (CS3 or lower), TIFF, JPG, RAW, AI (CS3 or lower), EPS.

***Author must provide proof of permission if using any image other than their own original work.***

Each figure or piece of art must be on a separate page at the end of the manuscript with its number and title at the top of the page. All source files should be included with submission. A placement indicator should appear in the text with a line above and below the figure title. Tables should be clearly formatted using Microsoft Word's Table feature. They should appear in the appropriate section of the manuscript, followed by the table number and title. Do not apply shading to the table unless doing so imparts information, in which case a legend must be supplied.

Please use the typeface Arial (light, regular, or bold) for all tables and figures. Do not use any background color (shading) behind the text of figures or tables. Proven Publications reserves the right to modify the size, shape, and format of figures and artwork (provided their meaning is not changed), and the right to reject any figures or artwork not meeting *Proven* standards.

### Bibliography

The bibliography should be titled References, formatted in APA Style, and should contain only those works cited in the text.

### Submission and Review Process

All manuscripts with additional supporting content such as tables, graphs, and images should be submitted as a Microsoft Word Document. Visit [www.getproven.com/submissions](http://www.getproven.com/submissions) for further submission details. The editor will review manuscripts for consistency with the provided guidelines as well as clarity of writing. Four initial evaluations are possible: acceptance, conditional acceptance, revise and resubmit, or not accepted. Conditionally accepted manuscripts address a relevant topic and are well written but require minor rewrites. Those designated for revision and resubmission generally have relevant content but require improvements to logic or flow.