

CYE Submission and Style Guidelines: Field Reports

Along with traditional academic articles and book reviews, the *Children, Youth and Environments* (CYE) journal features short articles and field reports about innovative initiatives to improve environments for children and youth.

Field reports give researchers and practitioners an opportunity to share insights and information about their work. Submissions from youth are also encouraged. CYE's editorial staff will review the submission and may consult with an external reviewer familiar with a submission's topic. Field reports are not peer reviewed in the same manner as articles, but undergo an in-house review by the CYE Field Report Editors.

A good field report tells a down-to-earth, real-life **story** about a specific program, initiative, or policy that links children and youth to a particular environment in a reflective, compelling, and informative way. It provides a rich description of a program or initiative from the perspective of those involved, including program staff and beneficiaries. A good field report briefly and concisely situates the design of the program/initiative within a theoretical framework. The report should be focused and detailed: the aim is to provide our readers with enough information so that they could run a similar program and benefit from your insights and 'lessons learned.

The following questions should guide the writing of field reports:

- What was the impetus for the program/initiative, and who was involved?
- What theoretical and/or methodological considerations influenced the project/initiative?
- What is the ultimate goal of the program/initiative, and how is that goal being realized?
- What activities are involved, and how do they help young people and their communities?
- In which way(s) did children or youth themselves participate?
- What aspects of the program/research worked well?
- Tell readers about one or more critical moments in the program/initiative that were important in some way. What was significant about each of these moments and what learning occurred as a result?
- How has the project changed or improved the community?
- Has any research or evaluation been conducted? What was the focus and

outcome? What is most important to document about the program's/initiative's effectiveness? If you would like to include evaluation results, please share in a way that adds support but does not overwhelm your narrative.

- Can you suggest recommendations, based on the program/initiative? Who are the target(s) for these recommendations?

Submission Guidelines

1. **Length:** 10 double-spaced pages, *maximum* (no more than 3,000 words) not including references
2. **Style:** A well-written manuscript uses formal academic language, and avoids overuse of colloquial or anecdotal phrasing. Carefully proofread for spelling and grammatical clarity. All papers should adhere to current **American Psychological Association (APA)** style for manuscript preparation. See links below for more details:

<http://www.apastyle.org/>

<https://owl.english.purdue.edu/owl/resource/560/01/>

All papers and accompanying Figures and Tables should be submitted with American English spelling, rather than British English.

3. **Format and Font:** 1 inch margins on all sides; Times New Roman 12 point font. Font exceptions may be made for Figures and Tables, but ensure that they are easily readable. Use portrait page orientation, even for Figures and Tables.
4. **Graphics:** CYE encourages authors to include photos and other illustrations. Tables may include background information, evaluation results, key learning points, and the like. Please number and caption Figures and Tables, and note the places they should be inserted in the text. Send photos as separate .jpg files, and attach other illustrations as separate files labeled with their corresponding number. Please ensure all images are of high quality for reproduction (ie. 300 dpi).
5. **Reference List:** Use APA style and include the Digital Object Identifier (DOI) reference format if available. For electronic references, use the DOI vs. a URL, if one exists. See APA for more detailed information on referencing. For field reports, use no more than 10 references.
6. **Abstract:** Include an abstract of less than one-half page, double spaced (about 100 words) along with five keywords that describe your article and will identify it in a search,

for example: urban gardens, participation, health, housing.

7. **Biographical note:** Include a short biographical note for all authors — less than one-half page, double-spaced (about 100 words).
8. **Web sites:** On a separate page, include information about any web sites or relevant organizations that relate to the subject of your article and that would be useful to readers who seek more information about the subject of your article.

Additional Considerations:

- Prospective authors may want to correspond with the editors in the early stages of manuscript development concerning the focus and direction of their intended paper.
- CYE is an interdisciplinary journal with international readership. Authors must communicate to a wide audience with many readers in fields other than their own. Language must, therefore, be direct and void of unnecessary jargon, acronyms, and technical terms. Use the active voice as much as possible.
- If you are submitting any material (Figures, Tables, photos, etc.) for which you do not own copyright, you must obtain permission from the copyright holder and submit it with your manuscript.
- CYE accepts submissions on an ongoing basis. The journal is published two times each year with special issues per editorial commissions.

Please send all submissions electronically to fieldreport@cyenetwork.org