

Information for PERC Proceedings Contributors

Introduction

The purpose of this document is to provide authors with the information they need to prepare a manuscript for submission to the PERC Proceedings. The Proceedings is the written record of the scholarly work presented at the annual Physics Education Research Conference. It provides a snapshot of the range of work presented at the conference, and covers the full range of experimental and theoretical research on the teaching and learning of physics. The editors welcome submission not only of significant or final results, but also of preliminary research results and discussions of works in progress. Contributed papers go through a peer-review process prior to being accepted in the Proceedings. Plenary papers go through copy-editing to ensure that they are clearly written and meet the Proceedings' style requirements.

All accepted peer reviewed papers will be published as they are received. Proceedings editors will not copy-edit or typeset papers. Therefore, it is **imperative** for authors to double, if not triple, check their papers carefully before they are submitted to ensure that they are readable and understandable by the general physics education research community.

Special note on related contributed papers:

Each contributed paper that is submitted is reviewed and accepted on its own merit. Related papers are not able to be reviewed as a group and will not be accepted as a group. As a result, each paper must be able to stand on its own without the aid of reference to another paper that may also have been submitted for peer review as there is **no** guarantee that both papers will be deemed acceptable for publication.

General Instructions

All manuscripts must be in English using correct grammar and style. Beginning with the 2015 PERC, the Proceedings will use the same style guidelines as *Physical Review Special Topics - Physics Education Research* (more information follows). Manuscripts can be created in either Microsoft Word or LaTeX but must be converted to PDF format for submission. The document size should be US letter (8.5" × 11"). The entire document should be in Times New Roman font. A Word template and sample PDF will be available soon. Manuscripts submitted for peer-review not meeting these requirements will be subject to immediate rejection. It is not the responsibility of the editors or the peer reviewers to extensively correct English grammar, and manuscripts that require extensive grammatical changes will not be accepted into the Proceedings. As such, it is highly recommended that non-native English speakers and those who are unsure of their control of grammar and syntax have a native English speaker proofread the manuscript prior to submission to the peer review process.

Manuscript contents

Include the following material in the order shown:

- a. Title, with the first letter of each major word capitalized
- b. Authors' names
- c. Authors' affiliations, including complete postal address
- d. Abstract
- e. PACS codes
- f. Main body of text, including Introduction and Conclusions
- g. Acknowledgments
- h. References in *PRST-PER* style

Detailed information about each of the sections and the required format can be found on the *Physical Review ST Physics Education Research* website for authors, <http://journals.aps.org/prstper/authors> or specifically in the following Style Guide: <http://d22izw7byeupn1.cloudfront.net/files/styleguide-pr.pdf>.

One exception to the *PRST-PER* style guide can be made: due to length constraints, it is not necessary to include full article titles in each citation.

Special Notes

- The first author listed must be the person who is making the related presentation at the annual PERC. The first author of the paper is responsible for ensuring that all coauthors have approved the paper, are aware that they could be asked to participate in the peer review process, and for checking that the form of each name (e.g., initials versus full names) is that which is normally used by the author. **This is extremely important for searching and indexing the accepted papers.**
- If your name does not follow the European and American pattern of given name (e.g. Jane) followed by family name (e.g. Doe), please indicate how your name should be alphabetized in indexes by sending an e-mail to the current PERC Proceedings Editor.
- The abstract should consist of one paragraph and be completely self-contained. It should be no more than 150 words. Displayed equations and tabular material are discouraged. Define all nonstandard symbols and abbreviations. The abstract cannot contain numbered references; incorporate such information into the abstract itself. Use this form:

Further information is available [A. B. Smith, Phys. Rev. A **26**, 107 (1982)].

- PACS is a 4-level, hierarchical scheme for categorizing physics and astronomy research articles. More specific instructions and the scheme itself may be found at AIP's PACS website: (<http://www.aip.org/publishing/pacs/pacs-2010-regular-edition>) In general, follow these guidelines:
 1. Choose no more than four index number codes.
 2. Place your principal index code first.
 3. Always choose the lowest-level code available.
 4. Always include the check characters.
- Limit acknowledgments to those who directly helped in the research itself or during discussions on the subject of the research. An acknowledgment to anonymous reviewers is discouraged. The acknowledgments should be no more than one paragraph in length with acknowledgment of financial support listed at the end.
- All references should use the *Physics Review* style for *Letters*; please refer to the Style Guide at the provided link. References use on-line numerals in square brackets that are placed inside of punctuation.
- The American Psychological Association produces a publication manual that includes sections on how to properly report educational statistics.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: APA.

The following websites have information on how to report statistics properly.

<http://my.ilstu.edu/~jkhahn/apastats.html>

<http://www4.uwsp.edu/psych/cw/statistics/Wendorf-ReportingStatistics.pdf>

<http://www.psych.uw.edu/writingcenter/writingguides/pdf/stats.pdf>

https://web2.uconn.edu/writingcenter/pdf/Reporting_Statistics.pdf