

# Guidelines for the Book of Selected Readings 2025 (font size 18, not exceeding 60 characters including spaces)

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**(Do not include the author name(s) in the first submission)**

## Abstract

*The IVLA Book of Selected Readings (BSR) is derived from papers that have already been reviewed, accepted, and presented at the International Visual Literacy Association's (IVLA) annual conference. The purpose of these Guidelines is to describe how you should prepare your paper for publication in BSR published by IVLA. If you are going to submit a paper for review in the BSR, please read this document carefully. You may use this document as a template. **Abstract should be approximately 150 words.** After the abstract, continue with the body of your paper on the same page. The abstract should appear on the same page as the beginning of the body of your text. Both the abstract and body of the paper should be **full-justified**, that is, the text should extend all the way from the left to the right margin. Early December of each year is the manuscript submission deadline for the next year's BSR.*

**Keywords:** guidelines, APA Style, Selected Readings (three to five keywords or short phrases should be included here)

## Introduction

The IVLA Book of Selected Readings (BSR) is derived from papers that have already been reviewed, accepted, and presented at the International Visual Literacy Association's (IVLA) annual conference. The BSR is one of the major methods of disseminating current research and ideas concerning visual literacy. Although not all IVLA presentations may be deemed appropriate for this book, since it represents a wide range of disciplines and reflects diverse thinking in the field of visual literacy, we strongly encourage you to submit your manuscript. The BSR includes creative ideas in the making, works in progress that invite further thought, and the results of long-term scholarly research.

If you are going to submit a paper for review in the BSR, please read this document carefully. You may use this document as a template but without the author details for your first submission, and, should your paper be accepted, "as is" for your second and final submission.

All of the articles are reproduced exactly as submitted by the authors in the final copy. The editors will **not** retype or reformat your papers. *If the paper is improperly formatted, it will not be considered for publication.* The editors are very gratified by the contributors' willingness to adhere to these guidelines and to make requested revisions.

The BSR uses double-blind review. Each submitted paper will be read by at least three editors. Based on the editors' recommendations, the editor-in-chief will decide to publish the manuscript as submitted, publish the manuscript with suggested revisions, or reject the manuscript for this year's publication. In all cases the author will be notified of the decision and receive the editors' comments via email by the middle of February. In the event your work is accepted with revisions, you will have several weeks to make these final corrections and return your final copy. Since you have only several weeks to revise after the first submission, **the first submission should be as complete as possible.** If the editing team

believes there is not enough time to revise the first version with the timeframe, we will advise you to submit the manuscript next year.

### Guidelines for Submitting Manuscripts

Manuscripts should be typed in Arial, font size 10, single-spaced for 8.5 x 11 inch, A4, or equivalent paper, with 1-inch or 3 cm margins, right, left, top and bottom. The manuscript should be 8-16 pages long (4000 to 7500 words) including tables, figures, references, and appendices. Please do not include page numbers. MS Word with formatting are preferred. Except for Font type and size, and margins (see above), papers must be formatted according to the Publication Manual of the American Psychological Association (7th ed.).

For more information on the APA style, please see:

1. <https://apastyle.apa.org/products/publication-manual-7th-edition>
2. <https://apastyle.apa.org/blog/whats-new-7e>
3. [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_changes\\_7th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html)

Manuscripts to be considered for publication should be submitted digitally via email attachment to the Editor-in-chief, Jung Lee, via [jung.lee@stockton.edu](mailto:jung.lee@stockton.edu) by November 30, 2023. Please send:

- 1 digital copy of the **complete paper** (MS Word) that includes the title of the work (preferably not exceeding 40 letters and spaces) followed by an abstract of 150 words and a list of 3 to 5 keywords or brief phrases. This copy must have all author information removed.
- A separate file with the title of the work (preferably not exceeding 40 letters and spaces) names and contact information for all authors (include name, e-mail, and institutional affiliation as appropriate).
- Separate files of each graphic file (jpg or png format)

### Headings

Indicate headings and subheadings for different sections of the paper clearly. Do not number headings. APA Style uses a unique headings system to separate and classify paper sections. There are 5 heading levels in APA. The 7th edition of the APA manual revises and simplifies previous heading guidelines. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

APA Headings	
Level	Format
1	<b>Centered, Bold, Title Case Heading</b> Text begins as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b>Flush Left, Bold Italic, Title Case Heading</b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading Ending with a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b>Indented, Bold Italic, Title Case Heading Ending with a Period.</b> Text begins on the same line and continues as a regular paragraph.

In APA 7th Style, the Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your manuscript. Regardless, always begin with level one headings and proceed to level two, etc.

### Footnotes

Footnotes should be placed on the final page of your document after the References page. Center the word "Footnotes" at the top of the page. Indent five spaces on the first line of each footnote. Then, follow normal paragraph spacing rules.

## References

### a) Reference citations in-text

Please follow the APA referencing style (7<sup>th</sup> ed.) for in-text citations.

See

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/in\\_text\\_citations\\_the\\_basics.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html)

### b) Reference list

A full list of references quoted in the text should be given at the end of the paper in alphabetical order of authors' last names (or chronologically for a group of references by the same authors). Each citation should be single-spaced and insert a line space between each citation. Your references should begin on a new page separate from your document; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). To present your references, please follow the APA referencing style (7<sup>th</sup> ed.)

## Tables and Figures

Remember that this is a visual literacy paper. You are encouraged to add pictures to your paper. An electronic version of each figure, table, or graphic should be submitted in the highest resolution and quality available. Figures and Tables should be referred inside of the main text by their numbers (Ex. See Figure 1. Not see the figure below). Top, side, and bottom wrap for figures.

### Tables

Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. The following image illustrates the basic structure of tables.

**Table 1**

*Sample APA style Table: Results of Curve-Fitting Analysis Examining the Time Course of Fixations to the Target*

Logistic parameter	9-year-olds		16-year-olds		$t(40)$	$p$	Cohen's $d$
	$M$	$SD$	$M$	$SD$			
Maximum asymptote, proportion	.843	.135	.877	.082	0.951	.347	0.302
Crossover, in $ms$	759	87	694	42	2.877	.006	0.840
Slope, as change in proportion per $ms$	.001	.0002	.002	.0002	2.635	.012	2.078

Tables should be placed in the main body of the text. Their placements in the manuscript indicate where they should appear.

### Figures

Figures, such as illustrations, photographs and drawings, charts, graphs, and scatter plot, should supplement related text. The APA has determined specifications for the size of figures and the fonts used in them. The author should place figures in the main body of the text, as close as possible to the

desired location, and submit them as separate files in order for the editors to check page lengths. The height of figures should not exceed the top and bottom page margins.

Recommended image resolutions:

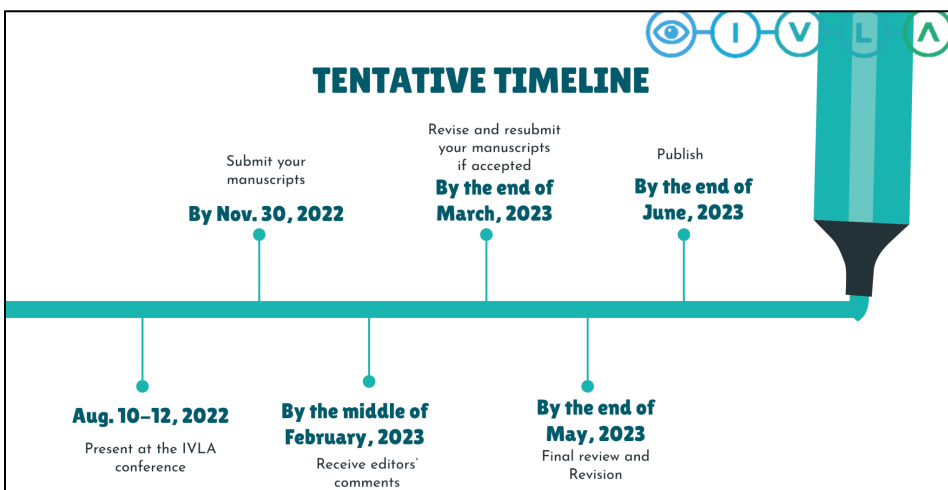
- Color photographic images 300dpi
- Grayscale photographic images 600dpi
- Line art or monochrome images 1200dpi
- Combination images (photographs and labelling) 600dpi

File format for submission: JPG (JPEG) or PNG

For the figure number, type Figure X. Then type the title of the figure in upper and lowercase letters below the figure number. Wherever necessary, figure legends that explain the symbols in the figure and a caption that explains the figure should be included. The following image illustrates the basic structure of figure.

### Figure 1

*The Book of Selected Reading Tentative timeline*



### Copyright Considerations

Quoting extensively from one source or using illustrations, figures, or photographs from previously printed sources is a violation of copyright laws. If your use of copyrighted material (i.e. photographs, illustrations, drawings, text or any other third-party work) requires a signed copyright release, please provide a copy of the release with your manuscript. Papers that do not have this release will be returned to the author. Also, note that even material that you have originally produced may require copyright release if they have been printed in another source and the copyright has been transferred to that publisher. Copyright permission will not be necessary if the item is within fair use, if the work is in the public domain, or if the rightsholder has granted a Creative Commons or other license.

Normal footnote procedures will be used to quote materials for text. To cite a visual (Figure) and note that copyright permission has been received, please insert a citation in parenthesis following the title of the Figure, indicating that permission has been granted. The editors will deal with copyright violations severely.

All manuscripts must be accompanied by a statement confirming that the work has not been previously published elsewhere, or if published that permission for reproduction has been received, and that it has not been submitted simultaneously for publication elsewhere. The statement should also indicate your consent for your work to be submitted to ERIC database.

## Awards

Each year, outstanding BSR submissions are considered for two important awards. These are:

- Editors' Choice Award - This award is given to the paper which the editors consider the best work of all of the contributed papers. The Editors' Choice Award paper is distinguished from the other papers in the book with a distinctive corner marking in the publication. The editors determine this award.
- Braden/Beauchamp Visual Literacy Award – This award, named for two previous editors of the *Selected Readings*, seeks to honor the paper that best helps contribute to the definition of the study of visual literacy. This award is given only in years where sufficient contributions have been made to the *Selected Readings* in this area. The editors also determine this award.

## Summary

It is our hope that these guidelines will assist the authors in the preparation of their SR manuscripts. We have not only outlined IVLA/BSR's needs but we have also tried to demonstrate these intentions with a finished product. If you need any additional assistance, contact Jung Lee, Editor-in-Chief for the Book of Selected Readings via [jung.lee@stockton.edu](mailto:jung.lee@stockton.edu)

## References

(These examples are provided solely for formatting purposes.)

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