

September 26, 2010

Dear Colleague:

Since 1984, Eta Sigma Gamma has published a special Student Issue of the *Health Education Monograph Series*. For the **2011 Eta Sigma Gamma Student Monograph**, you will find enclosed the:

- *Call for Manuscripts*,
- *Instructions for Preparing and Submitting Manuscripts*, and
- *Faculty Sponsor Form*.

The Monograph has been successful because of the support provided by chapter sponsors and faculty. To continue this success with the 2011 monograph, I am requesting that you distribute copies of the enclosed materials to interested students and encourage them to submit manuscripts for consideration. Both undergraduate and graduate students are invited to submit manuscripts.

It is important that you and other faculty at your institution review student manuscripts prior to their submission. The Faculty Sponsor Form provides a guideline for your review and should be included with each submission.

I greatly appreciate your assistance. If you need additional information, please contact me at athomps16@utnet.utoledo.edu.

Sincerely,

Amy Thompson, Ph.D., CHES
Associate Professor
The University of Toledo

2011 ETA SIGMA GAMMA STUDENT MONOGRAPH INSTRUCTIONS FOR PREPARING AND SUBMITTING MANUSCRIPTS

- Prepare manuscripts using the *Publication Manual of the American Psychological Association* (5th edition).
- Manuscripts are limited to 10 pages, excluding title pages, abstract page, and APA-style reference list.
- Manuscripts must be type-written or printed on white 8.5" x 11" paper and double-spaced throughout, including abstract and reference list, using a 12-point serif typeface (e.g., Times Roman or Courier). Type must be laser or letter quality. Format all page margins at 1.0". Also, do not justify lines; instead, use the "align left" style and leave the right margin uneven, or ragged.
- Follow the APA style for the preparation of reference citation within the text and the reference list. The reference list at the end of the manuscript must provide complete information about each entry. Also, it must include the sources that specifically support the manuscript. Make sure reference citations within the text and each citation entry in the reference list agree.
- Follow APA style for typeface, use of uppercase and lowercase letters, headings, quotations, tables and table titles, and figures and figure citations.
- Include two title pages with the manuscript.
 - The first page must include a running head, a manuscript title, full names of all authors, year in school of student authors, institutional affiliation, ESG chapter affiliation, complete mailing addresses and telephone numbers for all authors, and list the name and telephone number of the faculty sponsor. E-mail addresses and fax numbers for all authors should also be included.
 - The second title page should only include the manuscript title.
- A 120-word abstract must accompany each manuscript. Prepare abstracts using the *Publication Manual of the American Psychological Association* (5th edition).
- Number pages consecutively, beginning with the first title page as page one, followed by the second title page (page two), the abstract (page three), text, references, and visuals. Position page numbers at the top-right of each page.
- Your Eta Sigma Gamma chapter sponsor or another faculty member should review the manuscript for grammar, spelling, format and content, and complete the *Faculty Sponsor Form*. Include one copy of the completed *Faculty Sponsor Form* with your submitted manuscript.
- On or before January 21, 2011, submit 1) cover letter, 2) a completed *Faculty Sponsor Form*, and 3) the original manuscript to Dr. Amy Thompson at athomps16@utnet.utoledo.edu. You may also submit these materials to:

Amy Thompson, Ph.D., CHES
Guest Editor, 2011 Eta Sigma Gamma Student Monograph
Department of Health and Recreation Professions
The University of Toledo
2801 West Bancroft
Toledo, OH 43606
- Authors will receive a notification of receipt by February 1, 2011. If you do not receive a notification of receipt, please contact Dr. Thompson.

Manuscript submission deadline is January 21, 2011.

2011 Eta Sigma Gamma Student Monograph Call for Manuscripts

What is the Student Monograph?

In 1982, Eta Sigma Gamma began publishing a monograph series addressing topics of broad interest and appeal to health educators. Since 1984, the Spring Monograph has been dedicated to publishing papers written by student members of the Honorary.

Who Can Submit Manuscripts?

Any undergraduate or graduate student who is a member in good standing of Eta Sigma Gamma can submit a manuscript for consideration. Students may submit their manuscripts individually, or multiple students may collaborate on a single manuscript.

What Type of Manuscripts are Appropriate?

Empirical research papers (data-based), systematic literature reviews on specific topics, theoretical pieces, case studies about aspects of program planning and/or evaluation, practical perspectives, commentaries and position papers, and other creative papers related to health promotion, health education, and health science are encouraged. Students should consider revising and submitting appropriate papers, which they have written during their professional preparation. **Only original manuscripts which have not been accepted or published previously will be considered.**

How are Manuscripts Evaluated and Selected for Publication?

Each manuscript will receive a blind review from at least three reviewers. Selection criteria will include relevance of topic to health education, timeliness, originality, writing style and grammar, content accuracy, clarity, and economy of expression. Based on the results of the review and availability of space, the Monograph will select and publish as many manuscripts as possible.

When is the Deadline for Submitting a Manuscript?

Manuscripts must be submitted electronically or postmarked no later than **January 21, 2011**.

To Whom Should Manuscripts be Addressed?

Submit, in Microsoft Word format, 1) cover letter, 2) a completed *Faculty Sponsor Form*, and 3) original manuscript to Dr. Amy Thompson (athomps16@utnet.utoledo.edu). You may also submit these materials to:

Amy Thompson, Ph.D., CHES
Guest Editor, 2011 Eta Sigma Gamma Student Monograph
Department of Health and Rehabilitation Services
The University of Toledo
2801 West Bancroft
Toledo, OH 43606

2011 Eta Sigma Gamma Student Monograph

Faculty Sponsor Form

Student Name: _____

Manuscript Title: _____

I have reviewed the enclosed manuscript and determined that it meets the following criteria (**please check**):

- This student is a member in good standing of Eta Sigma Gamma.
- This student will become a member (initiated) of Eta Sigma Gamma by May 31, 2011.
- Manuscript is the student's original work and faculty members do not appear as co-authors on this manuscript.
- Manuscript follows the format of the *Publication Manual of the American Psychological Association* (5th edition).
- All graphs, charts, and/or photographs are appropriate for inclusion.
- All graphs, charts, and/or photographs are clear and ready for reproduction, if the manuscript is accepted for publication.
- The text is clearly typed in dark ink, standard type size, and double-spaced.
- There are two title pages, one with complete author information as requested and the second with the title only.
- Student submission includes one original and three copies of the manuscript, as well as this *Faculty Sponsor Form*.
- Student is aware of the deadline for submission (postmarked no later than January 21, 2011).
- Student has kept an extra copy of the manuscript and this form.

Date: _____

Faculty Sponsor Name, Title, and Department: _____

Faculty Sponsor Signature: _____