

## INFORMATION FOR CONTRIBUTORS

*Human Resource Development Quarterly (HRDQ)* is a publication sponsored by AHRD (the Academy of Human Resource Development). It provides a central focus for research on human resource development issues as well as the means for disseminating such research. *HRDQ* recognizes the interdisciplinary nature of the HRD field and brings together relevant research from the related fields, such as economics, education, management, sociology, and psychology. It provides an important link in the application of theory and research to HRD practice.

In general, *HRDQ* publishes scholarly work that addresses the theoretical foundations of HRD, HRD research, and evaluation of HRD interventions and contexts. Articles concerned solely with the practice of HRD are not within the scope of this journal but may be more appropriate for practitioner-oriented publications.

Authors may contribute to *HRDQ* by submitting manuscripts for peer review, for the nonrefereed forum section, and for the media reviews section.

### Manuscripts for Peer Review

Manuscripts submitted for review undergo a blind peer-review process. Manuscripts are initially evaluated based on appropriateness of content and style. Appropriate manuscripts are then reviewed by three or more reviewers. Authors are informed about the results of the review through a letter from the editor and associate editor, usually within three months. Authors are also provided copies of the reviewers' comments. Manuscripts should be prepared for review in accordance with the following criteria:

- Adhere to the language and style guidelines as presented in the *Publication Manual of the American Psychological Association* (5th ed.). Double-space the entire manuscript. Margins should be at least one inch wide, with no more than 250 words per page. Use 12-point type size. Manuscript page total should be limited to approximately 25 pages.
- Provide a cover letter stating that the manuscript has not already been published and that it is not being considered for publication elsewhere.
- Include a title page with complete name(s) and address(es) of author(s). The first page of the text should have the title only. Subsequent pages should have a running head of the title. No author identification should appear whatsoever in the text. Include a separate page with a biography of the author(s).
- Use nondiscriminatory language throughout the text.
- Quantitative, qualitative, mixed methods, reviews of literature and other recognized scholarly approaches are considered.
- Authors are strongly encouraged to review past volumes of *HRDQ*.
- Inquiries concerning manuscript topics and appropriateness should be addressed to Dr. Baiyin Yang, Editor, *HRDQ*, via e-mail at yangby@sem.tsinghua.edu.cn.

Manuscripts can be submitted online at <http://mc.manuscriptcentral.com/hrdq>. You will need to create an account with ScholarOne Manuscripts and log in with your user ID and password each time a manuscript is submitted.

**Note: Please make sure to delete all authors' names from the title page before uploading your Word document or PDF to the system. Manuscripts with identifying information will be withdrawn from ScholarOne Manuscripts and authors will have to resubmit.**

Contact Yiyang Zong, managing editor, at [hrdq@sem.tsinghua.edu.cn](mailto:hrdq@sem.tsinghua.edu.cn) for more information, or contact [support@scholarone.com](mailto:support@scholarone.com) if you experience any problems with the website.

## Forum Section

The forum section, the non-refereed section of *HRDQ*, provides a way to present ideas or issues related to the human resource development field, differing perspectives on specific topics, and reactions to previously published articles. As suggested by its name, the forum section is meant to encourage open discourse among scholars, who may not necessarily share the same point of view on a topic. The field as a whole should be enlivened by the varying opinions presented in forum articles. In their own limited way, forum articles often make contributions to the HRD literature, if only by the scholarly interactions that they produce as a result. Established researchers, graduate students, and senior practitioners in particular are encouraged to submit forum manuscripts. In practice, the forum section has proven an excellent way for authors to be published in *HRDQ* for the first time. Forum manuscripts should be prepared in accordance with the following criteria:

- Adhere to the language and style guidelines as presented in the *Publication Manual of the American Psychological Association* (5th ed.). Double-space the entire manuscript. Margins should be at least one inch wide, with no more than 250 words per page. Use 12-point type size.
- As a general rule, Forum manuscripts should be five to seven pages long, including references, tables, and figures.
- Indicate author's opinions where appropriate.

Forum manuscripts can be submitted online at <http://mc.manuscriptcentral.com/hrdq>. You will need to create an account with ScholarOne Manuscripts and log in with your user ID and password each time a manuscript or non-refereed work is submitted.

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## Media Review Section

The media review section of *HRDQ* provides a way to critique books, visual media, and computer software related to the human resource development field. The scholarly emphasis requires authors to have some understanding of the

theoretical and practical context of the item being reviewed. In this way, the media reviews themselves can be expected to make meaningful contributions to the literature. Media reviews can be of two types: single item or multi-item. Single-item reviews focus on one item that has recently become available. The copyright date should be within two years of the probable publication date of the review. Multi-item reviews focus on two or more items that address similar topics, issues, or lines of reasoning. One of the items should have a recent copyright date. Reviews of this type should seek to compare and contrast the items based on their perspectives, emphases, and assumptions, among other categories. Media review manuscripts should be prepared in accordance with the following criteria:

- Adhere to the language and style guidelines as presented in the *Publication Manual of the American Psychological Association* (5th ed.). Double-space the entire manuscript. Margins should be at least one inch wide, with no more than 250 words per page. Use 12-point type size.
- Provide the complete citation at the beginning of the manuscript, including the ISBN number.
- Describe the purpose of the item as stated or inferred by the author.
- Describe the content and structure of the item. Identify the primary and secondary audiences.
- Discuss the context, theoretical bases, or unique perspectives of the item, emphasizing its relationship to the human resource development field.
- Evaluate the contributions and weaknesses of the item in terms that are relevant to HRD researchers and senior practitioners.

Media review manuscripts can be submitted online at <http://mc.manuscriptcentral.com/hrdq>. You will need to create an account with ScholarOne Manuscripts and log in with your user ID and password each time a manuscript or non-refereed work is submitted.

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## Publication Process

Once a manuscript is accepted for publication, authors will be asked to sign a letter of agreement granting the publisher the right to copyedit, publish, and copyright the material. The editor is responsible for reviewing the copyediting and for proofreading each issue, and will only contact authors if clarification is required. Copyedited manuscripts will not be returned to authors. Authors must ensure the accuracy of all statements—particularly data, quotations, and references—before submitting manuscripts. Authors will receive complimentary copies of the completed journal issue.

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