



## Guidelines for Developing a Test Prospectus

We appreciate the fact that you are considering submitting a product to PRO-ED for possible publication. When submitting material to be reviewed, the availability of initial item and validity analyses is very helpful, although not necessary. Once you are ready to submit your test idea to PRO-ED for possible publication, you will need to provide a prospectus that includes the following information:

- Title of the test
- Overview (purpose, rationale, and scope of the test)
- Target population and audience
- Theoretical constructs associated with the test
- Description of test including:
  - Subtests
  - Scores
  - Reliability and validity information (if available)
  - Administration and scoring procedures
  - Indication of examiner qualifications
  - Differences from other tests in this area (if appropriate)
  - Samples of test's materials
- Curriculum vitae (for all authors)

Upon receipt of these materials, we will review your proposal carefully and then decide if it fits with the line of products that PRO-ED publishes. As soon as this initial review is complete, we will notify you of our decision regarding possible publication. This process can take anywhere from 4-6 weeks upon receipt of materials. In the meantime, if you have any questions, please feel free to give us a call.

Send your prospectus and all materials to:

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