

# HIGHER EDUCATION PUBLICATIONS AND SUBMISSION GUIDELINES

The following is a list of publications from various sources throughout higher education. Some are affiliated with a specific organization, while others are not. Depending on the focus, articles or studies related to campus visits, tours, visitor centers, or information centers would be appropriate for any of these publications. Each publication includes a website, which can be used to obtain additional information. Some organizations have more than one publication with a different emphasis. Make sure to send your submission to the most appropriate area(s). Some publications focus more on a scholarly study and some are more suitable for an informative article. Some guidelines have been edited due to length. Be sure to check the website for the most up-to-date information. Most publications will not allow material published in one of their magazines or journals to be published in another publication.

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## AACRAO – American Association of Collegiate Registrars and Admissions Officers

<http://www.aacrao.org/publications/author.cfm>

AACRAO encourages its members to contribute to the development of the profession by authoring AACRAO publications. AACRAO is always seeking ideas and contributions for future publications. There are currently opportunities for participation in the following:

- [Author or Edit an AACRAO International Publication - Author Guide](#)

The AACRAO International Publications Advisory Committee (IPAC) is seeking individuals who will serve as authors of a variety of quality reference resources for professionals in the field of international education. Qualified participants must possess solid credential evaluation experience, excellent writing ability, and the energy and determination to complete projects by specified deadlines.

- [Write for College & University](#)

The *College & University* Advisory Board welcomes manuscripts for publication in *College & University (C&U)*, AACRAO's scholarly research journal. AACRAO members are especially encouraged to submit articles pertaining to their own experiences with emerging issues or innovative practices within the profession. The Board also welcomes comments on articles, timely issues in higher education, and other topics of interest to *C&U's* readers in the form of letters to the editor or longer guest commentary. We especially invite AACRAO members to participate in reviewing books.

### ***AACRAO Welcomes Submissions for Publication in SEM Source***

AACRAO is excited to provide the opportunity for experts in their field to write for SEM Source. It is an excellent way to gain recognition and communicate useful topics within the higher education community. SEM Source is AACRAO's premier enrollment management publication.

AACRAO encourages higher education administrators to share their research and experiences by submitting a feature article, guest commentary, book review or international article for publication in one of *SEM Source's* monthly online issues.

For information about submission, please contact:

Heather Zimar, Managing Editor, SEM Source  
AACRAO  
One Dupont Circle, NW, Suite 520  
Washington, D.C. 20036  
(607) 273-3337  
[zimarh@aacrao.org](mailto:zimarh@aacrao.org)

- **[Author or Edit an AACRAO Publication](#)**

Proposals for publication are submitted first to AACRAO's Publications Department at [pubs@aacrao.org](mailto:pubs@aacrao.org). Potential authors are encouraged to submit their dissertations or professional papers that relate to the profession of registrars, admissions officers, and enrollment managers.

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## **ACPA – American College Personnel Association**

[http://www.myacpa.org/ac/ac\\_writingguidelines.cfm](http://www.myacpa.org/ac/ac_writingguidelines.cfm)

There are three different publications sponsored by ACPA ([About Campus](#), [Developments](#), and [Journal of College Student Development](#)). They each have their own emphasis and style.

### **About Campus**

About Campus is a bimonthly magazine for those who want to thoughtfully examine the issues, policies, and practices that influence the learning experiences of college students. Even though About Campus is sponsored by ACPA, it addresses an audience that goes well beyond student affairs to include all those on campus (administrators, faculty, and staff) who are concerned with student learning. To speak effectively to such a broad array of people and to draw them into a discussion of the issues that affect student learning, authors are asked to use strategies such as framing issues quickly and effectively to attract readers' attention, developing ideas and present information clearly and dynamically, and revealing implications of the work for a wide range of educational contexts.

The articles published in About Campus share important discoveries and insights into what makes campuses good places for students to learn and what can be done to make campuses more effective learning environments.

About Campus is not an academic journal. About Campus attempts to reach out to and capture the interest of a broad higher education audience. Thus, the About Campus writing style includes such elements as rich description, character and plot development, and dialogue. The content, while grounded in theory, is communicated in accessible and jargon-free language.

To assist prospective authors, we offer extensive **[Author Guidelines](#)** that specify the focus and length of articles for each department of the magazine, explain the review process, and introduce copyright agreements. If you would like to discuss a manuscript idea for About Campus, contact [aboutcampus@uidaho.edu](mailto:aboutcampus@uidaho.edu) or contact the appropriate department editor.

## **Developments (ACPA specific)**

*Developments* is a member-only benefit available online four times a year containing Association news, programs, and services. The current issue and some previous issues of the publication are available on the website.

### **Publication Date**

Fall issue  
Winter issue  
Spring issue  
Summer issue

### **Submission Deadline**

July 15  
October 15  
January 15  
April 15

Articles and inquiries should be directed to:

**Richie Stevens**

Shepherd University

304.876.5172

[developments@acpa.nche.edu](mailto:developments@acpa.nche.edu)

**Articles should be submitted as word attachments.**

## **Journal of College Student Development**

<http://www.jcsdonline.org/submissions.html>

### **Content**

**Feature Manuscripts:** The *Journal of College Student Development* is interested in feature manuscripts concerning student development, professional development, professional issues, administrative concerns, and creative programs to improve student services. Authors may focus on recent original research, replication of research, reviews of research, graduate education in student affairs, or essays on theoretical, organizational, and professional issues. Both quantitative and qualitative research manuscripts are considered. Manuscripts should address one of the following:

- Support for the extension of knowledge in the area of developmental theory;
- Support for increasing sophistication in the assessment of developmental change and the factors contributing thereto;
- Support for practitioner efforts to apply theoretical developmental constructs to programs in the field; or
- Support for increasing our knowledge of organizational behaviors so that effective tactics and strategies might be applied to the implementation of developmentally focused programs on the campus.

**Research in Brief:** Articles submitted for the *Research in Brief* section should report meaningful research that does not require a full-length manuscript. Articles should present research about instruments, methods, or analytical tools which may be helpful to researchers or consumers of research in conducting and understanding student services, student development, and the student affairs profession.

**On the Campus:** Articles submitted for the *On the Campus* section should describe new practices, programs, and techniques. Practices reviewed should be related to theory and research. Authors should be able to provide additional background or supplemental information at the request of interested readers.

There are many specifications for Style Guidelines. Check the website for further instructions.

## Submission Instructions

Never submit manuscripts under consideration by another publication. Authors must affirm non-duplication of submission prior to review of their manuscripts.

Full-length articles should not exceed 7,500 words (approximately 30 pages of 1 in. margin, double-spaced, typewritten copy including references, tables, and figures). *On the Campus* manuscripts generally should not exceed 750 words and *Research in Brief* manuscripts generally should not exceed 1,500 words.

All manuscript submissions and reviews are handled through our web-based Editorial Manager™ (EM) system. Authors submit manuscripts and track progress through all stages of the review process.

**Enter JCSD's On-Line Editorial Office:** <http://www.editorialmanager.com/jcsd>

The Editorial Manager™ system includes step by step instructions throughout the submission process. Here are some suggestions that will assist you in the process:

- Please ensure that you have saved all of the elements of your submission as separate files. These may include:
  - A blinded version of your manuscript. (*required*)
  - A separate cover sheet with information for the author(s). (*required*)
  - A cover letter.
  - Figures, tables, & graphs.
- Remember that your submission is not complete until you have reviewed the .PDF files created at the end of the process.

If you are having **any** difficulty accessing or utilizing the JCSD Editorial Manager system, please do not hesitate to contact our office:

Willis A. Jones, Publication Coordinator, 615-322-8021, [jcsd@vanderbilt.edu](mailto:jcsd@vanderbilt.edu)

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## The Chronicle of Higher Education

<http://chronicle.com/section/Contact-Us/88/>

### Letters to the editor

E-mail: [letters@chronicle.com](mailto:letters@chronicle.com)

Fax: 202-452-1033

Write: Letters to the Editor

The Chronicle of Higher Education

1255 23rd Street, N.W., Suite 700

Washington, D.C. 20037

### Submit opinion articles/manuscripts for The Chronicle Review

[Submission guidelines](#)

E-mail: [opinion@chronicle.com](mailto:opinion@chronicle.com)

Fax: 202-452-1033

Write: Opinion Editor

The Chronicle of Higher Education

1255 23rd Street, N.W., Suite 700  
Washington, D.C. 20037

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## NACAC – National Association for College Admission Counseling

<http://www.nacacnet.org/PublicationsResources/Journal/Pages/Writer%27sGuide.aspx>

### Journal of College Admission Writer's Guide

The *Journal* welcomes submissions from admission, guidance, and college counselors, deans and directors of admission and enrollment, researchers, professors, and other interested educators.

Contributions can be in the form of original research, feature articles, letters to the editor, opinion pieces, humorous or anecdotal stories, and book reviews. Pertinent topics include counseling, recruitment, ethics, financial aid, standardized testing, multiculturalism, college athletics, international education, and professional issues, among others. However, the *Journal's* scope is much broader. As a practitioner or student, your interests and experience can help determine the content of the *Journal*.

The audience is international and includes NACAC members, as well as schools and university libraries. The association represents more than 9,300 counselors and institutions.

The *Journal* is abstracted and/or indexed in: Current Journals in Education, Education Index, ERIC-Counseling and Personnel Services Clearinghouse, and Higher Education abstracts.

### The Submission Process

All manuscripts are acknowledged upon receipt. Journal submissions are reviewed by an Editorial Board, which consists of seven NACAC members. Board members serve for three years and are appointed based on their involvement with NACAC and their backgrounds in writing.

A decision to accept, conditionally accept or reject is made within eight weeks. A conditional acceptance means that publication is contingent on the author making changes the board suggests. The editor and author work together on the revision so that the final product also meets the author's approval. Due to deadlines, the editor maintains the right to make minor revisions without seeking the writer's approval.

Because of Journal's quarterly publication schedule, and the quantity of manuscripts received, it may be several months before an accepted manuscript is assigned a publication date. However, all articles are published within one year of submission.

### Nuts and Bolts

#### Form

Submit manuscripts via email to [journal@nacac.com](mailto:journal@nacac.com), as well as via mail or fax (see bottom of page for NACAC address/fax). The editor will need the emailed text before s/he can forward it to the Editorial Board. All text, including references and quotations, should be double-spaced and left justified on the page. Place drawings, tables and charts on separate pages.

Each copy of the manuscript should include the proposed title of the article plus complete identification, phone number, email, and address for each author.

If your article is approved to be published, please send a 50-word biography and a high resolution electronic photo, or hard copy to be scanned.

### **Length**

Length should be determined by the scope of your topic. Be concise, but provide all necessary information. Manuscripts generally range from 2,500 to 5,000 words, (10-20 pages double-spaced) for all feature articles and research articles. "On the Lighter Side," "Open Forum" and "Last Word" articles should range from 750 to 1500 words. Letters to the editor should not exceed 600 words.

Keep paragraphs short. Structure your manuscript to include subheads. The article's title should be short, descriptive and interesting.

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## **NACAS – National Association of College Auxiliary Services**

<http://www.nacas.org/AM/Template.cfm?Section=Publications&Template=/CM/ContentDisplay.cfm&ContentID=1345>

The Association's award-winning journal, *College Services*, is published six times each year and is acknowledged regularly for its timely coverage of critical and emerging issues in the profession.

### **College Services**

#### **Article Submission Guidelines**

#### **Manuscripts:**

- Feature articles are approximately 1,500-2,500 words in length. They should be submitted exclusively to this publication, and written in first person, narrative style. Any promotion of products, services or sales pitches may be deleted in the editing process.
- Articles should be submitted by disk or as a formatted e-mail attachment (in Microsoft Word or a comparable program). Include text styling (bold, italics) where appropriate. At the top of the story, please include your byline, as you would like it to appear, and a suggested headline and subhead.

#### **Artwork/Photos:**

- Submit good black-and-white or color photos, slides or negatives with captions or descriptions for each, giving names and titles of staff, faculty and students, etc. Please be sure to identify these fully. Web addresses and e-mails are helpful.
- Submit headshot photo of author(s) with short bio, and please include title and e-mail.
- Digital photos and illustrations such as charts, logos, etc. should be in EPS, TIFF or high resolution JPG format. Photos should be at least 350dpi at the actual size they will be printed. Full-page photos are 7 inches wide, column photos are at least 3.75 inches wide. Materials will be returned if requested.

#### **Body of Work:**

Include a thumbnail sketch of your institution where the focus of the story is. Private or public? FTE? Residential or commuter campus? Etc. We can pull this info from your edu web site if you prefer.

This information is invaluable to readers in assessing how these ideas might work or be implemented at their schools! Be as specific as possible. Anticipate the reader's questions when writing your article. Readers want to know costs (in dollars and/or personnel investment), time frames, method of selecting companies to do work, and the usual who, what, when, where and why.

**Process:**

Once we have received your manuscript and any other materials, you will be sent a proof in PDF of the journal layout of your story. You will be asked to make corrections, changes or offer comments. If additional text or supporting images are needed, you will be notified. Once you have consented to the final layout, the article will be printed according to the previously arranged schedule.

**Manuscript Closing Dates:**

<b>Issue</b>	<b>Manuscript Due</b>
Spring	January 5
Summer	April 1
Fall	July 1
Winter	October 1

Of course, we prefer to have articles as soon as possible.

**Please submit materials to:**

Julie Ahlgren  
College Services Editor  
[jahlgren@naylor.com](mailto:jahlgren@naylor.com)

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## **NASPA – National Association of Student Personnel Administrators**

### **NetResults – NASPA's E-Zine for Student Affairs Professionals**

<http://www.naspa.org/membership/mem/nr/about.cfm> (you must be a member with login information to access this site)

NetResults is a weekly "e-zine" distributed to the NASPA membership, over 10,000 student affairs professionals. NetResults provides NASPA members with features and news tailored to the unique interests and needs of the student affairs community.

## Guidelines

- **Content:** Please submit an article addressing a critical issue in student affairs. Articles ideally should include hyperlinks to other web resources. Opinion articles are welcomed.
  - **Audience:** NASPA's NetResults readers are senior student affairs officers and administrators, student affairs professionals, faculty, and other educators from diverse fields of study.
  - **Style:** The article should be submitted in journal style including APA formatted references and tables if needed.
  - **Format:** Articles should be sent via electronic mail to [rsharma@naspa.org](mailto:rsharma@naspa.org) as a Microsoft Word attachment.
  - **Length:** Articles should be 800-1,500 words in length and double-spaced.
  - **Copyright:** Articles submitted may not be published elsewhere or previously copyrighted.
  - **Acceptances:** Publication decisions rest solely with the editors, but you are welcome to contact NASPA to discuss an idea for publication.
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## Student Affairs On-Line

<http://www.studentaffairs.com/ejournal/submit.html>

### ***Contributor Guidelines***

StudentAffairs Online provides a forum for the student affairs generalists on issues relating to student affairs and technology. Technological advances occur on an almost daily basis, and student affairs practitioners are becoming hard-pressed to keep up with this rapidly expanding realm. The goal for StudentAffairs Online is to become an indispensable tool for student affairs professionals at all levels, who are trying to cope with and understand the ever-changing technological world.

Submissions can be researched-based, descriptive in nature, or thought pieces. Interactive documents, which can stimulate online discussions, are also encouraged. Articles should go beyond the basic "how to" and focus on the impact (good and bad) that technology has on the practice of student affairs. For example, an article about how to use the database FileMaker Pro would not be appropriate, but a submission describing an innovative utilization of the software would.

Manuscripts should be at least 750 words, not exceeding 1250 (between 3-5 double-spaced, typed pages). All articles must related to student affairs and technology to some degree.

Reviewers keep their reviewed book. Interested individuals should email [stuart@studentaffairs.com](mailto:stuart@studentaffairs.com).

We encourage the use of HTML formatting, thus allowing articles to link to other resources, in manuscripts and book reviews.

For information about contributing to StudentAffairs Online, please e-mail:

Gary Malaney, Editor  
Stuart Brown, Executive Editor

**Upcoming Deadlines:**

- Summer 2009 -- July 12, 2009
- Fall 2009 -- October 21, 2009

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