Colorado State University *Journal of Student Affairs*
Submission Guidelines

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Purpose:

Manuscripts should be written for the Student Affairs generalist who has broad responsibility for educational leadership, policy, staff development, and management. Articles with specialized topics should be written to provide the generalist with an understanding of the importance of the topic to Student Affairs. Such an article should not take the form of one program specialist writing to another program specialist and should aim at being digestible for broader student affairs audience.

The Editorial Board invites submissions of the following types of articles:

- Quantitative, Qualitative, or Emancipatory Research Articles
- Editorial Articles
- Historical Articles
- Opinion/Position Pieces
- Book Reviews

Research articles for the Journal should stress the underlying issue(s) or problem(s) that stimulated the research with a focus on emerging trends and current issues. This year, our theme is centered around the 10 professional competencies developed by NASPA and ACPA, linked here. Explain the methodology in a concise manner, and offer a full discussion of the results, implications, and conclusions.

Procedure:

Guidelines: Literature reviews should not be longer than 12 pages (about 2,500 words) and original research should not be longer than 20 pages (about 4,000 words). Both entries include abstract, references, tables, and figures. Any exceptions must be discussed with the editors at the time of submission. Manuscripts must be prepared in accordance with *the Publication Manual of the American Psychological Association, Seventh Edition*.

Guidelines for Writing:

1. Prepare the manuscript, including title page and reference page, in accordance with the Publication Manual of the American Psychological Association, Seventh Edition.
2. Include an article abstract and brief description of the author, including professional title and institutional affiliation. The abstract should clearly state the purpose of the article and be concise and specific, ranging from 150-250 words.
3. Double-space all portions of the manuscript, including references, tables, and figures.
4. Avoid bias in language.
5. Do not use footnotes; incorporate the information into the text.
6. Use the active voice as much as possible.

7. Check subject/verb agreement.
8. Use verb tense appropriately: past tense for the literature review and description of procedures and present tense for the results and discussion.
9. Proofread and double-check all references and citations before submitting your draft.
10. Use Microsoft Word (2000) or higher so that editors may utilize the "insert comment" function.
11. Never submit manuscripts under consideration by another publication.
12. Lengthy quotations (a total of 300 or more words from one source) require written permission from the copyright holder for reproduction. Adaptation of tables and figures also requires such approval. The author is responsible for securing such permission. A copy of the publisher's written permission must be provided to the editors immediately upon acceptance of the article for publication.
13. Authors are responsible for the accuracy of references, quotations, tables, and figures. Authors should make sure these are complete and correct.

Adapted from the Journal of College Student Development's "Submission Instructions"