



NATIONAL ASSOCIATION OF STUDENT AFFAIRS PROFESSIONALS JOURNAL

2010 CALL FOR MANUSCRIPTS

Lemuel W. Watson, Editor

The *National Association of Student Affairs Professionals (NASAP) Journal* invites articles concerning critical issues impacting student affairs and higher education research and development. Qualitative and quantitative manuscripts relating to current original research, best practices and models should be submitted for review. In addition, replicated studies, research reviews, and theoretical pieces are also considered. The *NASAP Journal* follows the guidelines highlighted in the *Publication Manual of the American Psychological Association* (5th Edition) as to the style, quality of the work (how well the article is written), and reference list/citations, except when noted otherwise below. Please follow these guidelines in preparing your contribution. The *NASAP Journal* reserves the right to return manuscripts that do not conform to the following requirements.

Cover Letter

Your submission must include a cover letter that indicates the contact information (including professional title, university affiliation, mailing address, telephone, and e-mail address) of the primary author, along with the title and a brief summary of your article.

Cover Page

Include a cover page that lists the title of the manuscript and contact information for all of the contributors (professional title, university affiliation, mailing address, telephone, and e-mail address). The title of the manuscript should appear at the top of the first page in Times New Roman font (12 point size); the title of the manuscript should be as brief as possible. Author(s) name(s) and contact information should appear only on the cover sheet. Names should be typed as you wish them to appear in print. If you wish to provide us any relevant information or a brief statement (two or three sentences) about the author(s), please include it on a separate sheet.

Title and Abstract

The title of the manuscript should also appear on the first page of your article, along with an abstract of 120 words or less. The abstract should be indented and appear directly below the title, with the rest of the manuscript following. Please make the abstract concise (one paragraph only) and be aware that this description will be displayed when people search databases (e.g. ERIC) for articles. For additional information concerning abstracts, see the *Publication Manual of the American Psychological Association* (5th Edition).

Manuscript

Manuscripts should reflect logical, concise, and creative thinking. Authors must present their ideas in a cohesive and engaging manner. **No reference to the author(s)' identity or institutional affiliation should appear within the manuscript.** Manuscripts should use Times New Roman font (12 point) and have one inch margins on all sides. Do not alter the font type or size throughout the manuscript. The automatic hyphenation feature on your word processing program should not be used. The entire manuscript should be double-spaced, including block quotations, tables, abstract, and references. Do not change line spacing within the manuscript.

Sources

All sources cited in the text must be listed in the reference page(s); conversely, all sources cited in the reference page(s) must appear in the text. Provide complete bibliographic information, following the *Publication Manual of the American Psychological Association* (5th Edition) format. Authors are responsible for the accuracy of their references.

Headings

Use headings to outline the structure of your manuscript. As per the *Publication Manual of the American Psychological Association*, avoid putting more than one heading in a row; make headings brief, but compelling rather than simple (i.e., instead of "Review of the Literature" you might use "Conflict in Ideology" if applicable).

Reprinting Information

If reprinted information or tables from another source are used, the correct permissions must be secured. Usually this will mean requesting permission from the author or publisher through a letter of permission to reprint. The source information is included in the Note (refer to the *Publication Manual of the American Psychological Association*). The original copy of the permission letter must be received with the manuscript submission.

Length

Manuscripts should be at least 2,500 words but not more than 5,000 words (approximately 10-20 typed, double-spaced pages with one-inch margins). Manuscripts regarding best practices should be 1,500 to 2,500 words (approximately 5-10 double-spaced pages).

Tables

Tables should be brief and include only essential data. Authors are responsible for ensuring the accuracy of data, references, quotations, and tables. Tables or charts can be inserted .pdf or .jpg files, but be sure to send the actual image/file along with your article.

Submission of Articles

Always keep electronic backup copies of your files for your own protection. Manuscripts are accepted throughout the year and should be submitted as e-mail attachments in Microsoft Word format to Dr. Lemuel W. Watson at Watson@niu.edu. An e-mail message confirming receipt of submitted articles will be sent to the primary author. Authors must not submit the manuscript of any article that is still under consideration by another publisher nor any article that has been previously published.

Review Process

The *NASAP Journal* is a refereed publication, and manuscripts are evaluated through a blind review system by its editorial board. Manuscripts exceeding the length limit or requiring additional proofreading, formatting, and/or reference checks will be returned to the author(s) for further editing.

Each manuscript is evaluated on form and content. Form includes writing style and readability, logical development, length, and relation of author's objectives to those appropriate for the genre. Content includes originality of topic or approach, significance of the subject, and significance to the readers. Manuscripts published in the *NASAP Journal* are selected by the editors in consultation with the reviewers.

Article guidelines are strictly observed; failure to abide by the guidelines may result in your manuscript being returned unread.

Book Reviews

For book review submissions, contact Dr. Robert Palmer (rpalmer@binghamton.edu) to receive a topic assignment or to submit a book review for consideration. The selection must be of interest to student affairs professionals. Reviews should be 500-750 words in length (approximately 2-3 pages). Include quotes and their page numbers in your review using APA format. Also, include the following information about the book in the heading: (a) title, (b) author(s), (c) publisher, (d) date, (e) number of pages, and (f) price. Indicate your name and complete contact information (including professional title, university affiliation, mailing address, telephone number, and e-mail address).

Books reviews should be submitted as e-mail attachments in Microsoft Word format to Dr. Robert Palmer at rpalmer@binghamton.edu. An e-mail message confirming receipt of submitted articles will be sent to the contact person.

Editorial Correspondence

Direct all manuscript submissions, queries, and inquiries to:

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