



NATIONAL ASSOCIATION OF STUDENT AFFAIRS PROFESSIONALS JOURNAL

2009 CALL FOR MANUSCRIPTS

Melvin C. Terrell, Ph.D., Editor

Lynette L. Danley, Ph.D., Guest Editor

The *National Association of Student Affairs Professionals (NASAP) Journal* invites articles for this special issue on Culturally Relevant Practices in the 21st Century: Strengthening the Student Affairs Profession. The demographics of students, administrators, faculty, and staff on college and university campuses has changed drastically since the founding of America's first institution approximately 370 years ago. The evolution of diversity and its meaning with regard to race, ethnicity, gender, class, nation, religion, sexual orientation, and other intersecting identities demands a more culturally relevant response for theory-to-practice initiatives on college campuses. Moreover, traditional obstacles such as student suicide, alcoholism, hate crimes, sexual assaults, and the historic battle of race-relations on campus continue to plague academia across the nation.

This special issue will inform readers about the importance of understanding the contemporary culture of student affairs consumers and stakeholders (students, faculty, administrators, and staff) and address how to serve them more effectively. Empirical and practical manuscripts on effective culturally relevant practices are welcomed on the following topics, but others related to the subject area will be considered:

Potential Topics and Goals:

- Reconstructing the culture between student and academic affairs – to debunk the mores of historic separatism between student and academic affairs and encourage and/or reinforce the establishment of co-curricular partnerships to provide holistic services to students through coalition building.
- Empowering students through culturally relevant practices – to examine cultural issues that students from diverse populations face (e.g., immigration, limitations of ADA services, discriminatory practices, etc.) that impact the quality of their collegiate experiences.
- Understanding the impact of changing student demographics on student affairs – to inform student affairs practitioners about changing student demographics; to provide culturally relevant strategies that will prepare students to be viewed as more than

consumers, but also as academic and social change agents (e.g., activists, service learners, and community stakeholders).

- Establishing culturally relevant policy that informs student affairs practices – to assess the historic and contemporary culture of institutional program and evaluation efforts (e.g., accreditation, assessment of program effectiveness, ethical issues, etc.), and to enhance accountability for more culturally relevant student affairs praxis.

Manuscript Guidelines

The *NASAP Journal* follows the general guidelines highlighted in the *Publication Manual of the American Psychological Association* (5th Edition) such as the style, quality (how well the article is written), and reference list format, except when noted otherwise below. Please follow these guidelines in preparing your contribution. The *NASAP Journal* reserves the right to return manuscripts if they do not conform to the following requirements.

Cover Letter

Send with your submission a cover letter that indicates and includes the contact information (including professional title, university affiliation, mailing address, telephone, and e-mail address) of the primary contact person. Also include the title and a brief summary of your article in the cover letter.

Cover Page

Include a cover page that lists the title of the manuscript and the contact information for all of the contributors (professional title, university affiliation, mailing address, telephone, and e-mail address). The title of the manuscript should also 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 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, as well as an abstract of 120 words or less. The abstract should appear directly below the title, with the rest of the manuscript following. The abstract should be indented. 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. Margins on all sides should be one inch. Manuscripts should use Times New Roman font (12 point). 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 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, using 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 chapter. 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 a 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).

Reference List

References must be in accordance with the *Publication Manual of the American Psychological Association* (5th Edition), as far as their content and formatting.

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. Submissions should be addressed to Dr. Melvin C. Terrell. Electronic submissions as an e-mail attachment in Microsoft Word format are encouraged; otherwise, a hard copy of the manuscript and a copy in Microsoft Word format saved on a CD should be submitted by mail. An email message and/or acknowledgment letter confirming receipt of the submitted article will be sent to the primary contact person. When a manuscript is accepted for publication, the author(s) will receive two (2) copies of the *NASAP Journal* in which the article appears. Additional copies can be purchased for \$20.00 per journal. **The deadline for submissions is Monday, December 1, 2008.**

Articles for consideration should be submitted to the following address:

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Article guidelines are strictly observed; failure to abide by the guidelines may result in manuscripts being returned unread. The *NASAP Journal* is a refereed publication and manuscripts are evaluated through a blind review system by its editorial board. The Editor reserves the right to edit or rewrite accepted articles to meet the *NASAP Journal's* standards. All manuscripts approved for publication become the property of the National Association of Student Affairs Professionals.

Book Reviews

For book review submissions, contact the *NASAP Journal* Associate Editor, Dr. Lemuel W. Watson, to receive a topic assignment or to submit a manuscript for consideration. The selection must reflect the focus of this issue and must be of interest to student affairs professionals. Reviews should be 500-750 words in length (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 and e-mail address). Electronic submissions as an e-mail attachment in Microsoft Word format are encouraged; otherwise, a hard copy of the book review and a copy in Microsoft Word format saved on a CD should be submitted by mail. When a book review is accepted for publication, the reviewer will receive one (1) copy of the *NASAP Journal* in which the book review appears. Additional copies can be purchased for \$20.00 per journal.

Book reviews should be submitted to the following address:

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