

Guidelines for Manuscript Authors – *The ASCA On-line Journal*

Purpose: *The ASCA On-line Journal* provides practitioners, scholars, and students with an opportunity to publish scholarly articles, essays, and special features, as well as information on current practices that address student conduct issues at colleges and universities.

Types of Manuscripts Accepted: Articles should relate to student conduct issues including legal research, empirical research, and annotated bibliographies. Manuscripts submitted for the Articles section generally range between 3,000 and 6,500 words including abstract, tables, figures, and references.

Best practice pieces should be related to student conduct issues. Best practice pieces should be data driven and not purely opinion or report on a campus program without assessment data to support success of program. Submitted Best Practice pieces should generally range between 1,500 and 2,500 words.

Essays and thought pieces should relate to student conduct issues and generally range between 1,500 and 2,500 words.

Reviews of books, CDs, and software programs related to student conduct issues are also welcome. Reviews should not exceed 1,000 words.

Publication Schedule: Twice annually, fall and spring.

Concurrent Submissions to Other Publications: Not accepted.

Style Guide: Manuscripts should follow the style of the fifth edition of the Publication Manual of the American Psychological Association (APA). Authors should particularly note this manual's recommendation to use active voice and first person narration. All copy should be typed, double-spaced in Times New Roman 12-point font with notes, references, tables, and figures appearing at the end of the manuscript per APA style.

Special Format Guidelines: The first page of the manuscript should include the article title; the name, position, and institutional affiliation of each author; and appropriate contact information for editorial response. The article's first text page should include the manuscript title, but no information that would identify any author.

Figures and Graphs: Supply camera-ready art.

Manuscript Submission: *The ASCA On-line Journal* uses an electronic submission and review process. Authors should submit by e-mail an electronic copy of the manuscript in Microsoft Word format (for PC) to mstimpson@performahe.com,

Review Process: All article submissions are refereed using a blind review system. Evaluative criteria include significance of topic, clarity of presentation, style of writing, usefulness to practitioners and/or importance for scholarship, contribution to student conduct issues, and quality of methodology or program.

Essays and thought pieces will be evaluated using a blind review system. Evaluative criteria include significance of topic, clarity of presentation, style of writing, usefulness to practitioners, and contribution to student judicial affairs.

Best Practice pieces will be reviewed by the editorial board. Evaluative criteria include clarity of presentation, style of writing, usefulness to practitioners, adaptability to other colleges and universities regardless of size or type, and quality of assessment methodology.

Reviews of books, CDs, and software programs will be evaluated by the editorial board.

Notification of acceptance or rejection of all manuscripts will be made by the editor. All manuscripts received and approved for publication become the property of the association. The editor reserves the right to edit accepted articles to meet the *Journal's* standards.

The ASCA On-line Journal Manuscript Guidelines were adapted from Manuscript Guidelines for The College Student Affairs Journal.