

The *Journal of Public Scholarship in Higher Education* (JPSHE) showcases the new disciplinary knowledge and pedagogical practice generated when faculty, staff, students, and institutions engage with communities

All submissions must clearly identify implications for the growth and viability of public scholarship in the academy. Authors are welcome to contact editors to discuss ideas and manuscripts prior to submission.

JPSHE accepts a variety of manuscript forms including but not limited to:

- Traditional quantitative, qualitative, and mixed-methods research articles
- Meta analyses
- Book reviews
- Reflective essays
- Case studies

If you are uncertain as to the appropriateness of your manuscript or would like another form to be considered, please contact the editors to submit a proposal.

**Format:**

- All submitted manuscripts should be blinded for the review process.
- The stylistic guidelines should follow APA style set forth in the 6<sup>th</sup> edition of the Publication Manual of the American Psychological Association.
- Include an abstract of up to 150 words and up to six keywords that reflect the content of the manuscript listed directly below the abstract.
- When submitting the manuscript, also include a separate document that include the author names, affiliation, contact information (phone and email will suffice) and brief bio.
- Please limit the main text to 20 pages, excluding abstract, references, tables, figures, and appendices. Manuscripts longer than 20 pages will be accepted; however, succinct and engaging pieces are preferable.
- Include a running head in manuscript
- The first page should include the running head, title, abstract, and keywords. The main text or introduction should begin on the second page.
- Include any acknowledgements at the end of the manuscript.
- Include tables and figures within the text where they should be placed in the final proof, not as a separate document.

- All references listed in the reference section should match in-text citations and all in-text citations should be reflected in the reference section.

### **Submission:**

Submit manuscripts as a Microsoft Word document to [jpshe@missouristate.edu](mailto:jpshe@missouristate.edu).

### **Reprints from Previous Work:**

Authors may submit material that is reprinted from previous publications. However, JPSHE has not typically reprinted full articles from other journals. If authors are interested in using material previously published, first consider paraphrasing or quoting your previous work and citing it. If authors need to reprint whole sections or large portions of text where quoting or paraphrasing would detract from the meaning of the text, we first ask that they obtain reprint permission from the other publication outlets where it was originally published, label the section as such through the use of endnotes, and provide the full reference to the original work.

## **Style Guide**

We have compiled the following style guide to assist authors through the editing process. The guide addresses common style problems that tend to slow down the editing process. **For guidelines not listed here, please use the 6<sup>th</sup> Edition of the APA Publication Manual.**

### **Requested style guidelines for manuscripts submitted to JPSHE:**

#### **FORMATTING**

- All text should be double spaced, Times New Roman 12-point font with 1" margins.
- Please use Normal text formatting.
- We encourage you to use headings and subheadings to organize information. However, format headings as normal text and simply bold them and place them corresponding to their level (see APA style guide).
- Indent each paragraph using the first line indent function in Word.
- Use the mirror indent function at .5 inches for quotes of 40 words or more.
- There should be 1 space after a colon and between a period and the start of the next sentence.
- Submit the manuscript and author bios and affiliations as Microsoft Word documents.

#### **HYPHENS**

JPSHE editors typically ask that hyphens be used in the following compound words. See [UNC's Quick Reference Guide](#) and Hyphenation section of APA manual (4.13) for further assistance with hyphens.

- Service-learning
- Community-based learning
- High-impact practice
- Real-world experiences

See Hyphenation section of APA manual (4.13) to determine appropriate use of hyphens and em dashes.

### **REDUCING BIAS**

- Review sections 3.12-3.17 when referring to groups or specific populations
- Use parallel terms when referring to racial/ethnic groups
- Names of ethnic groups should not be hyphenated

### **IDENTIFYING INFORMATION**

- When removing identifying information in order to submit a blinded copy, please place brackets where you will replace the information after the review process (e.g. [name of institution]). This will draw our attention to it when editing.
- Please ensure that participants are not identified in direct quotations.

### **REFERENCES**

- All literature cited in the text should appear in the reference section and vice versa.
- Page numbers must be included after direct quotations.
- The APA Manual indicates that et al. should be used in citations in the following manner:
  - Three to five authors, list all names in the first instance of the citation and et al. in subsequent instances.
  - Six or more authors, list the first surname followed by et al. in all instances of the citation.
- References should be formatted using the hanging indent function in Word.

### **OTHER**

- Submit a photo release as a separate document when including photos within the text.
- Where possible, avoid plural possessives (the objectives of the students, rather than the students' objectives).
- Please avoid footnotes. If absolutely necessary for further explanation, include them as endnotes instead.
- If an included figure, table, or image is a reproduction, this must be acknowledged and it is your responsibility to obtain reprint permission.

### **ASSISTANCE WITH APA STYLE**

[Publication Manual of the American Psychological Association, Sixth Edition](#)

[Purdue Online Writing Lab](#)

[APA Quick Reference Guide University of North Carolina School of Social Work](#)

[American Psychological Association](#)

[APA Style Blog](#)