

***Journal of Community Engagement and Higher Education* (JCEHE) (INDIANA STATE UNIVERSITY)**

SUBMIT MANUSCRIPTS:

[HTTP://WWW.INDSTATE.EDU/JCEHE/GUIDELINES.HTM](http://www.indstate.edu/jcehe/guidelines.htm)

AUTHOR/SUBMISSION GUIDELINES

The following types of articles will be published in the *Journal of Community Engagement and Higher Education*:

Perspectives - Perspectives are invited articles from faculty and administrative leaders addressing topical issues.

Research and Theory Articles - A general article is research-based with a theoretical foundation that advances new knowledge or provides theoretical insights and understanding into community engagement and community-based learning. These articles should have a sound methodology/research design and well-developed analysis (data) section. Research and theory articles should not exceed 25 double-spaced, typed pages, including all references, notes, tables, and figures.

Insights, Case Studies, and Applications - An insights and applications article is a tightly written descriptive case study that includes a concise, brief description of methods employed and attempts to illustrate a specific relationship or set of relationships about the application and insights towards community engagement and community-based learning. Insights and applications articles could describe a particular problem and draw attention to the implications of the work for the larger field of study of higher education, community engagement, and pedagogy. The piece should provide a contextual framework. Total length, including tables, figures, references, and notes should not exceed 15 double-spaced, typed pages.

Forum - The Forum section offers a medium for authors to present editorial remarks and their perspectives and observations about community engagement. These comments can be gleaned from the author's engagements and derived from the author's particular disciplinary orientation, previous experiences, and the like. Such observations might focus on similarities or differences (and the likely bases for these) in the nature of problems, institutions, or social processes they encounter. Hypotheses and research questions prompted by such experiences are welcome. Editorial or professional reaction or commentary on published material in the journal is also welcome. Total length of a forum article should be five to eight double-spaced typed pages.

Research Notes - A research note is a short article on a methodological or research design. Research notes should be no longer than five or six double-spaced, typed pages.

Book Reviews - Book reviews focus on new books in community engagement and community-based learning that are both academic and applied. Book reviews will be solicited and should be no longer than four (4) double-spaced, typed pages.

FORMATTING INSTRUCTIONS

Manuscripts should be prepared according to the guidelines of the current *Publication Manual of the American Psychological Association*. Manuscripts should be double-spaced throughout, including quotations and references. Prepare your manuscript in Microsoft Word. Include an abstract of no more than 75 words in length and located between the authors and beginning the text.

The end of the paper should be followed with notes (acknowledgements and footnotes), references, and author biography. Each author should include a biography of no more than 3 sentences and contact information (address, phone, fax, E-mail, and URL).

Authors may submit 2-3 electronic color photographs (as separate files) that demonstrate the activities or outcomes of the community engagement activities featured in the manuscript (JPEG or GIF files are preferred). Non-photographic tables and figures should be cited and imbedded in the narrative text with titles and captions.

Manuscripts should be submitted as a Microsoft Word attachment to <https://discovery.indstate.edu/ojs/index.php/joce/index>.

Papers are accepted on an ongoing basis.

Journal of Community Engagement and Scholarship (JCES) (University of Alabama)

SUBMIT MANUSCRIPTS:

<http://jces.ua.edu/>

AUTHOR/SUBMISSION GUIDELINES

Submit manuscripts and accompanying images by e-mail attachment to jces@ua.edu. Images should be JPEGs, 300 resolution, no larger than 6 by 9 inches. Most will be smaller. While we will use mostly black and white images, please send your images as RGB color so that we will have the option of color. All photos must have captions. Embed the captions in the photo under File Info (a pull-down option in Photoshop). If you are unfamiliar with this option, send the captions as a separate document.

Please include both a regular and masked version of your manuscript. The masked version should use brackets to indicate masking of particular identifying information. For example, do not refer to *The University of Alabama* as the location of your service-learning project. Instead, refer to the [university]. This will help to protect your anonymity and preserve the integrity of our peer- review process. Our reviewers are aware that brackets indicate masked information.

Once your submission is received, it will be assessed to ensure that it meets our basic standards, including APA style, number of pages, cover page, and inclusion of a masked copy. If these standards are met, you will receive a confirmation e-mail with your manuscript number. Please use this manuscript number in all correspondence regarding your manuscript.

Your manuscript will be assigned to two reviewers based on corresponding interests. We match each manuscript as closely as possible to the expertise of the reviewers. Our reviewers are nationally recognized in their area of scholarship and have chosen to volunteer their time to JCES. As such, we are unable to guarantee a specific expedited timeline for the review of your manuscript. However, we make every effort to return manuscripts in a timely manner consistent with thorough scholarly review.

Every manuscript is also reviewed by our editor, Dr. Cassandra Simon. This final review process takes about two weeks. If we determine that the manuscript should be revised and resubmitted, you will receive an e-mail detailing the requested changes. Authors are typically asked to make their revisions within one month.

Please feel free to contact us at jces@ua.edu. We will be happy to provide you an update on your manuscript status or answer any questions.

More specific guidelines can be found under the Instructions for Authors link below.

Key words:

JCES, Sample, Title

More specific guidelines can be found under the Instructions for Authors link below.

- [JCES Article Review Process](#)
- [Instructions for Authors](#)
- JCES Online Submission Form (Coming soon.)

Journal of Higher Education Outreach Engagement (JHEOE) (University of Georgia)

SUBMIT MANUSCRIPTS:

<http://openjournals.libs.uga.edu/index.php/jheoe/pages/view/submissions>

AUTHOR/SUBMISSION GUIDELINES

General Guidelines for All Submissions: Technical / Writing Guidelines: Manuscripts should

- Represent original and unpublished work of the authors and must not be under consideration by other publications;
- Indicate that the Institutional Review Board (IRB) human subjects approval was secured if applicable (or explain why it was not required);
- Not be more than 10,000 words;
- Have a separate cover page that includes the names, institutional affiliations, addresses, phone numbers, and e-mail addresses of all authors, and mask all of this information throughout the manuscript to ensure anonymity in the reviewing process;
- Include a brief abstract (not to exceed 150 words);
- Be typed, double-spaced throughout, and include block quotes (when necessary) and appropriate references;
- Be formatted using American Psychological Association (APA) style, 6th edition;

- Have photos and graphics submitted as .jpg, .tif, or .eps files, not placed into the Word document. Tables may be placed in Word documents;
- Be formatted and saved in Microsoft Word 2003, or higher; and
- Be read by someone that is not familiar with the topic of the manuscript (for content clarity) as well as copy edited (for grammatical correctness) prior to submission.

A Manuscript is evaluated according to

- The appropriateness or fit for the mission of the *Journal*;
- The significance in contributing new knowledge (advancing a field of study; or providing best practices or lessons-learned);
- The rigor and appropriateness of the scholarship; and
- The readability and flow of the information and ideas presented.

Additional criteria are based on the type of submission: as a research article, as a reflective essay; as a project with promise article; as a practice story from the field; as a dissertation abstract; or as a book review.

Metropolitan Universities Journal

SUBMIT MANUSCRIPTS:

<http://www.cumuonline.org/mujSubmission.aspx>

AUTHOR/SUBMISSION GUIDELINES

Metropolitan Universities continues to welcome the submission of unsolicited manuscripts on topics pertinent to our eponymous institutions. We seek contributions that analyze and discuss pertinent policy issues, innovative programs or projects, new organizational and procedural approaches, pedagogic developments, and other matters of importance to the mission of metropolitan universities. Descriptions of interesting innovations should point out their potential implications for other institutions and the pitfalls to be avoided. Discussions of broad issues should cite examples and suggest specific steps to be taken. We also welcome manuscripts that, in a reasoned and rigorous fashion, are provocative, challenging readers to re-examine traditional definitions, concepts, policies, and procedures.

In addition to accepting unsolicited articles, we also welcome proposals for thematic issues. Prospective guest editors should describe their theme briefly and submit a summary of the topics and proposed authors that would be writing articles for the thematic issue. A thematic issue consists of about 7-8 articles and an overview article by the guest editor(s) reviewing the key issues of the theme.

Before submitting, please reference our [Editorial Guidelines](#).

Please submit manuscripts to:

Barbara A. Holland, Director
National Service Learning Clearinghouse
ETR Associatesv
4 Carbonero Way

Scotts Valley, CA 95066
Telephone: 866-245-7378, ext. 273
E-mail: barbarah@etr.org

Michigan Journal of Community Service Learning (MJCSL) (University of Michigan)

SUBMIT MANUSCRIPTS:

<http://ginsberg.umich.edu/mjcsl/submission-guidelines>

AUTHOR/SUBMISSION GUIDELINES

The Goals of the Michigan Journal of Community Service Learning are to:

- Widen the community of service-learning educators, civic engagement educators, and engaged scholars
- Sustain and develop the intellectual vigor of those in these communities
- Encourage research and pedagogical scholarship in service-learning, campus-community partnerships, and engaged/public scholarship
- Contribute to the academic legitimacy of service-learning, civic engagement, and engaged/public scholarship
- Increase the number of students and faculty who have a chance to experience the rich benefits that accrue to service-learning and engaged scholarship participants

Therefore, the Michigan Journal of Community Service Learning seeks papers at the cutting edge of research, theory, pedagogy, and other matters related to academic service-learning, campus-community partnerships, and engaged/public scholarship in higher education that extend the knowledge base and support and strengthen practitioners' work.

Competitive Articles

Each year we receive about 70 articles and accept about 10-12. An article is more competitive if it:

1. is well written
2. breaks new ground
3. is relevant to a higher education faculty and administrator audience
4. falls within the purview of the Journal
5. is relevant to a readership that crosses many academic disciplines/professions
6. goes beyond mere description to analysis, application, recommendations, and/or lessons learned
7. reflects rigorous methods and analysis in the case of research studies
8. does not rely primarily on student course evaluation results
9. conforms with APA guidelines

Manuscript Submission Process

The MJCSL publishes two issues per volume (Fall and Spring). There is one review process each year:

1. A one-page abstract or précis is due by December 20 by e-mail, fax or mail to the [editor](#). Invitations to submit a complete paper will be mailed in January.
2. Complete papers are due the last Monday in March. To insure that we are able to return your paper when reviews are completed, please include in the cover letter your mail and email addresses for the months of July and August.
3. Papers will be returned with peer reviewer comments by early Mid-August.
4. A complimentary copy of the Journal will be mailed to all authors whose papers appear in that issue.

Questions may be directed to the [editor](#).

Paper Guidelines

1. Avoid the use of "volunteer" or "voluntary." It is preferable to use "community service," "service-learning," or "community service learning."
2. Manuscripts must be well written and between 15 and 25 pages long (double-spaced).
3. Submit the article as an email attachment to the editor, Jeffrey Howard (jphoward@umich.edu) by the last Monday in March. No need to submit hard copies. To insure we can easily remove identifying information prior to forwarding to peer reviewers, please (1) include a title page with author(s)' names, affiliations, and contact information; (2) include author bios on the last page; and (3) "blind" any identifying information in the body of the article (e.g., the University of Michigan becomes the University of XXXX, New York City becomes XXXX City).
4. Do not submit manuscripts under consideration by another publication.
5. Use APA style. In particular, please follow APA reference style, both in text and in the reference list, only include citations in the reference section that are cited in text, and place notes at the end of the paper under "Notes" (see #11 below) rather than at the bottom of pages.
6. Place each figure and/or table on a separate page at the end of the text of the paper, and include in the narrative of the manuscript where you would like to place the figure or table (e.g. PLACE FIGURE 1 HERE). Final placement may be influenced by page layout requirements.
7. Use italics rather than underlines, both in the text and in the reference section. We do not use underlines at all in the MJCSL.
8. Where applicable, research data must be recent.
9. Include an abstract that is a few sentences in length located between the title and the beginning of the text.
10. For consistency throughout the Journal, use "service-learning" with a hyphen or "community service learning" without a hyphen.
11. Follow the end of the paper with Notes (acknowledgments and/or footnotes which are identified by raised numbers), then References, and then Author (a few sentences of biographical sketch).
12. Contact the [editor](#) if you have a style or format question.

Change: The Magazine of Higher Learning (University of Virginia, Taylor & Francis Group)

SUBMIT MANUSCRIPTS:

<http://www.changemag.org/Submit%20an%20Article/submit-an-article.html>

AUTHOR/SUBMISSION GUIDELINES

Manuscript Guidelines

Audience

Change, which is published six times a year, is intended for reflective practitioners in colleges, universities, corporations, government, and elsewhere. Its readers include faculty, administrators, trustees, state and federal officials, and students, as well as corporation, union, and foundation officers.

Style

A magazine rather than an academic journal, Change deals with contemporary issues in higher education. It spotlights trends; provides new insights and ideas; and analyzes the implications of educational programs, policies, and practices.

The magazine article is a genre unto itself. A good article compels attention to an important matter. It makes an argument or tells a story. It shows a mind at work, one that reaches judgments and takes a stance. It is credible: it knows its subject and the larger context. And it is concrete, providing evidence and naming people, places, dates, and events. For a good idea of the kind of writing that works for Change, we encourage you to go to <http://www.changemag.org>.

Manuscripts

Because Change is not a journal, footnotes should not be included. References can be worked into the text or given parenthetically when necessary. A short list of "Resources" (using APA format) can be provided at the end of the article as appropriate, and URLs can be provided for Web sites containing more extensive documentation.

A separate title page should provide contact information for the author(s) (i.e., their physical addresses, telephone numbers, fax numbers, and e-mail addresses); a short biography (no more than four or five lines) for each, including email addresses if the author(s) want readers to be able to contact them; and the article's word count (Change articles generally run around 4,000 words). An abstract of roughly 200 words should accompany the article.

To submit a manuscript: send it to pmiller@virginia.edu. Manuscripts should be submitted exclusively to this publication.

Reviewers' Criteria:

1. Is the topic important and timely?
2. Does the article contain enough good ideas to warrant publishing? Have you seen these ideas in print already?
3. Does it talk about ideas that have been tested and evaluated adequately? Is the evidence sufficient to make the case?
4. Is the point it makes generalizable?
5. Does the writing need substantial editing? Is it well developed and organized? Is the length appropriate to the content?
6. Did it hold your interest throughout? Does it have an argument to make, a clear point of view, a fresh voice?

Community Works Journal (Community Works Institute)

SUBMIT MANUSCRIPTS:

<http://www.communityworksjournal.org/>

AUTHOR/SUBMISSION GUIDELINES

What You Need to Know

Community Works Journal welcomes unsolicited articles and essays. Submissions will be reviewed and their authors contacted promptly. We are always glad to speak with prospective authors about their story ideas.

ABOUT THE JOURNAL

Community Works Journal is published by Community Works Institute, in support of teaching practices that build community. *Community Works Journal* is now in its fourteenth year of publication and continues to meet a crucial need for sharing reflections on teaching, along with models and resources that inspire by example.

The *Journal* supports educators from K-16 schools, community-based programs, and supporting networks. Over the years we have published hundreds of stories from urban, rural, and suburban communities, large and small. The articles we publish range from deeply personal reflections to more formal description of programs and curriculum.

THE JOURNAL'S AUDIENCE

Community Works Journal reaches a diverse, international audience. Most of our readers are educators-ranging from K-16 settings to formal and informal community based programs-along with representatives of local, national, and international organizations. Additionally, a sizable number of our readers are individual community members and students with a direct interest in

supporting and improving local education.

SUBMITTING AN ARTICLE OR ESSAY

We look for articles and essays that highlight important issues, or innovative educational strategies and practices involving educators and students in meaningful work within their communities. Articles may also feature curriculum or program examples, tools and teaching resources. We are especially interested in reflections on teaching, learning and the experience of community through educational endeavors.

HOW TO WRITE FOR THE JOURNAL

You should begin by telling a story that you think will engage our readers. Put your efforts into a larger or local context. Incorporating reflections and comments by participants is a huge plus. Search for the aspects of your work that offer larger lessons and that you think will inspire and inform others.

We encourage submissions from members of the higher education community. However, academic papers and formal manuscripts will generally only be published if they are truly engaging-written for a broader audience, and include photos, participant comments and personal reflection by the writer. Formal research papers with an overabundance of citations and a lack of engaging narrative are discouraged. We prize writing that informs and analyzes but does so in a highly readable way.

Appropriate topics and areas of focus include:

- Sustainability · Place-Based Education · Service-Learning
- Environmental Education and Ecological Literacy
- Local History and Cultural Preservation
- Community Partnerships
- Reviews of resources that support our areas of focus

[View Examples](#)

Community Works Journal holds copyright on all original material published in the *Journal* and retains the right to include materials on our web-site. We are very cooperative with authors who have opportunities to republish their article on other publications.

HOW TO SUBMIT AN ARTICLE OR ESSAY

Submissions should be sent by email, as an attachment. Most word processing formats are acceptable. Minimal formatting is suggested. Word count maximum is generally 1,600 words. Please contact us if this is a problem. In some cases we will edit for length with the author's request. An exception to word maximum may be the inclusion of information on a resource of significance to the article. The author's name must be included, followed by a brief biography (3-4 sentences) of the author. Community Works Journal, PO Box 1390 | Claremont, CA 91711 | 909-480-3966

email: info@communityworksjournal.org

OUR PUBLICATION PARTNERS INCLUDE: Community Works Institute; Shelburne Farms; The Sustainable Schools Project; Antioch University, NE, Green Teacher, Facing the Future

Community Works Journal—*Online Magazine for K-16 Educators*—**CURRENT EDITION**

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PUBLICATION & DISTRIBUTION

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Community Development Journal (Oxford University Press)

SUBMIT MANUSCRIPTS:

http://www.oxfordjournals.org/our_journals/cdj/for_authors/submission_online.html

AUTHOR/SUBMISSION GUIDELINES

Important Note: If you submit your manuscript online, please do not submit a hard copy to the editorial office or send your manuscripts by e-mail.

PREPARING YOUR MANUSCRIPT

1. Follow the Style Guide for Authors regarding the format of your manuscript and references.
2. Prepare your manuscript, including tables, using a word processing program and save it as a .doc, .rtf or .ps file. All files in these formats will be converted to .pdf format upon submission. Please note: This journal does not accept Microsoft Word 2007 documents at this time. **Please use Word's "Save As" option to save your document as an older (.doc) file type.** Prepare your figures using applications capable of generating high-resolution files (1200 d.p.i. for line drawings and 300

d.p.i. for colour and half-tone artwork). The printing process requires your figures to be at this resolution if your paper is accepted and printed. For useful information on preparing your figures for publication, go to <http://cpc.cadmus.com/da>.

3. Prepare any other files that are to be submitted for review, including any supplementary material. The permitted formats for these files are the same as for manuscripts and figures. Other file types, such as Microsoft Excel spreadsheets and Powerpoint presentations may be uploaded and will form part of the single .pdf file that is created for use in the peer review process. It is also possible to upload LaTeX files but these will not be automatically converted to .pdf format (and are therefore discouraged). The journal staff, editors and reviewers will only be able to view these unconverted files if they have the appropriate software, which cannot be guaranteed.
4. When naming your files, please use simple filenames and avoid special characters and spaces. If you are a Macintosh user, you must also type the three-letter extension at the end of the file name you choose (e.g. .doc, .rtf, .jpg, .gif, .tif, .ppt, .xls, .pdf, .eps, .mov).
5. The online submission software will automatically create a single .pdf file containing your main text and reduced-resolution versions of any figures you have submitted. This document will be used when your manuscript undergoes peer review. Your submitted files will appear in this .pdf sequentially, as specified by you on the submission page, and you will have an opportunity to enter figure captions/legends and to check the .pdf file prior to final submission. Please make sure that you proof the converted pdf file so no material is missing, and there are no conversion errors.

SUBMITTING YOUR MANUSCRIPT

[Online Submission Website](#)

1. First, you will need to log into the system. Note: Before you begin, you should be sure you are using version 4.0 or higher of Netscape or Internet Explorer. If you have an earlier version, you can download a free upgrade using the icons found at the bottom of our login screen.
 - If you know your login details (i.e. you have submitted or reviewed a manuscript on this system before), use your User ID and Password to log on.
 - If you do not know your login details, check to see if you are already registered by clicking on the 'Check for existing account' button and following the on-screen instructions. If you are not already registered, you can register by clicking on the 'Create a new account' button on the login screen and following the on-screen instructions.
 - If you have trouble finding manuscripts or have other problems with your account do not create another account. Instead, please contact ScholarOne Manuscripts Support (see below).

2. To submit a new manuscript, go to the 'Author Center', click on the blue star button which says 'Click here to submit a new manuscript' and then follow the on-screen instructions. There are up to 7 steps for you to follow to submit your manuscript. You move from one step to the next by clicking on the 'Next' button on each screen or back to the previous screen by clicking on the 'Previous' button. Please note that if you click on the 'Back' or 'Forward' button on your browser, the information you have entered will not be saved. At any stage you can stop the submission process by clicking on the 'Main Menu' or the 'Author Dashboard' link. Everything you have typed into the system will be saved, and the partially completed submission will appear under 'unsubmitted manuscripts' in your 'Author Center'. To return to the submission process you will need to click on the button 'Continue Submission' against the relevant manuscript title.
3. When submitting your manuscript, please enter your manuscript data into the relevant fields, following the detailed instructions given at the top of each page. You may like to have the original word processing file available so that you can copy and paste the title and abstract into the required fields. You will also be required to provide email addresses for your co-authors, so please have these to hand when you logon to the site.
 - Enter individual files using the 'Browse' buttons below and select the appropriate 'File content' type.
 - Select the document's designation from the pull-down menu.
 - When the upload of each file is completed, you will see a confirmation window and will be prompted to provide figure legends and 'file tags' that will link figures to texts in the HTML proof of your main document.
 - Once you have uploaded all files, indicate the order in which they should appear in your paper. This will determine the order in which they appear in the consolidated PDF used for peer review.
 - After the successful upload of your text and images, you will need to view and proof your manuscript. Please do this by clicking on the blue HTML button or a PDF button.
 - If the files have not been uploaded to your satisfaction, go back to the file upload screen where you can remove the files you do not want, and repeat the upload process.
4. From the files you submit to make up your manuscript, the system creates and stores separately two types of documents:
 - Files for Review. These will be the files viewable to the editor and reviewers of your manuscript. The system will automatically convert your text documents (any document in .doc, .rtf or .ps format) into .pdf and make that newly converted document accessible for review, leaving the originally uploaded document under the second column, 'Files for Production'. [Note: PDF files are readable with Adobe Acrobat Reader, available for download from the main login screen of the online

submission website, as well as from www.adobe.com.] The system will also convert and save under 'Files for Review' all files with images (figures, charts, graphs, etc.) in .jpg, .gif, .tif and .eps format, converting them into smaller .jpg images, leaving the original files under 'Files for Production'. The smaller versions of your image will include in the filename '_sm.jpg'. The system will also save under 'Files for Review' any documents which are uploaded in formats that it cannot convert.

- Files for Production. These are all the original word-processor files and figures you uploaded. Not listed here will be those files you designated for review but submitted in a format that cannot be converted by the system.
5. After the successful upload of your text and images, it will be possible for you to view and proof your manuscript now located on the web site. The on-screen version of your manuscript you review at the journal's web site will also be the version accessed by the editor and the reviewers.
 6. If the files have not been uploaded to your satisfaction, click on the 'Previous' button to move back to the file upload screen where you can remove the files you do not want, and repeat the upload process.
 7. When you are satisfied with the uploaded manuscript then click on the 'Submit' button. It is not until this button is pushed that the manuscript and all of the associated information (i.e. contributing authors, institutions, etc.) is linked together and the manuscript is given a manuscript number. Once the manuscript is submitted it is not possible to undo the submission.
 8. After the manuscript has been submitted you will receive an email confirmation stating that your manuscript was successfully submitted. This email will also give the assigned manuscript number, which is used in all correspondence. If you do not receive this email, your manuscript will not have been successfully submitted to the journal and the paper cannot progress to peer review. If this is the case your manuscript will still be sitting in the 'Partially Submitted Manuscripts' section of your 'Author Centre' awaiting your attention.
 9. If you return to your 'Author Centre' you will notice that your newly submitted manuscript can be found in the 'Submitted Manuscripts' area. Among the information listed there, the 'Processing Status' section provides information on the status of your manuscript as it moves through the review process.

SUBMITTING A REVISED MANUSCRIPT

1. Logon to the [Online Submission Website](#) as before and, in the 'Author Center', click on 'Manuscripts with Decisions'. You will then see the title of any manuscripts you submitted that have decisions. If the decision requires submission of a revised paper, click on "create a revision." You will reach the revision submission procedure.
2. First, you will be asked to respond to the decision letter for the original submission. The next steps will be the same as the original submission procedure. When you reach the File Upload stage, you will see that the files from the original submission

will already be uploaded for you. Please delete any files that you revised, and upload the new files.

3. If you need to logout during the submission procedure and need to continue the process, go to the 'Author Center' and click on 'Revised Manuscripts in Draft.' Click on the blue 'Continue Submission' button, and you may resume submission.

Getting help If you experience any problems during the online submission process please consult the [Author's User Guide](#), which provides more detailed submission instructions, and 'movie tutorials' explaining how to submit your paper. Alternatively, please contact the journal's editorial office who will be pleased to assist you. Frequently Asked Questions page.

Alternatively, contact the ScholarOne Manuscripts support line by email (support@scholarone.com) or telephone (+1 434 817 2040 x167).

International Journal of Public Participation (International Association for Public Participation)

SUBMIT MANUSCRIPTS:

<http://www.iap2.org/displaycommon.cfm?an=1&subarticlenbr=200>

AUTHOR/SUBMISSION GUIDELINES

The International Journal of Public Participation (IJP2) will publish:

- Reports, analyses, and proposals that connect public participation with decision-making regarding matters of policy, planning, or development (examples of policy, planning, or development where public participation may occur include: environmental impact assessment; public health policy; urban, transportation, and energy planning; community economic development; sustainability; risk management; and democratic reform.
- Discussions of particular issues, events, cases, processes, or tools relevant to the effective practice of public participation;
- Commentary on the deeper questions and assumptions underpinning current theoretical and practical approaches to public participation;
- and Interviews, book reviews, and other forms of communication concerning matters of importance for the theory or practice of public participation.
- Previously published material may be considered if it would contribute to fruitful discussion between scholars and practitioners.

The IJP2 is especially interested in contributions that:

- Place public participation in the context of the challenges currently facing societies and their governments around the world
- Address common problems or questions in the practice of public participation, and where possible, relate these to other practices, current theory, etc.

- Advance understanding of theory in this and related fields and disciplines, e.g., political science, public administration, conflict resolution, community development, etc., and relate it to practice
- Offer a comparative or international perspective on the theory and practice of public participation.

IJP2 encourages co-authorship, interviews, and dialogues that bridge theory/practice; official/citizen; practitioners of different practices; two (or more) countries; two (or more) sub-fields (e.g., conflict resolution/public decision-making) with substantial content.

To prepare your work for submission to IJP2:

1. Articles should be as concise as possible (2000 to 5000 words in length; longer if the subject substantively requires a longer treatment), constructive, and based on evidence (befitting the subject) and careful argument. They should use clear, direct language and avoid jargon. (See Writing Guidelines, below.)
2. Include a brief abstract of approximately 200--500 words, and a list of key words.
3. Use footnotes (not endnotes) with Arabic numbers (not Roman numerals) to supplement the main text with any relevant supplemental commentary or information.
4. Cite your sources in the main body text, using the (author last name, year) format, and include the page number of any direct quotes you use (author last name, year, p. #).
5. Include a reference list of all sources cited in the text at the end of the main body text. Use APA style (www.apastyle.org). See examples of APA-style reference items below. Note the capitalization rules (e.g., only journal titles use Title Case) and which elements to italicize.
6. Carefully proofread and copyedit your manuscript, or have it proofread and copyedited by others, before submitting the initial version and the final (revised) version.

Examples for formatting sources in Reference list:

Book:

Pearce, W. B., & Littlejohn, S. W. (1997). *Moral conflict: When social worlds collide*. Thousand Oaks, CA: Sage Publications.

Journal article:

Roberts, N. (1997). Public deliberation: An alternative approach to crafting policy and setting direction. *Public Administration Review*, 57, 124-132.

Chapter in an edited collection:

Mansbridge, J. (1999). Everyday talk in the deliberative system. In S. Macedo (Ed.), *Deliberative politics: Essays on democracy and disagreement* (pp. 211-239). Oxford: Oxford University Press.

Writing Guidelines:

- ‘Tell us what you’re going to say, say it, tell us what you said’. (introduction, body, conclusion)
- Write in the active voice. Avoid the passive voice except where your ear tells you it’s more natural to use it.
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One author

Robinson, C 2003, Understanding iterative homelessness, Australian Housing and Urban Research Institute, Victoria.

Two or more authors

Kennett, P & Marsh, A 1999, Homelessness: Exploring the new terrain, The Policy Press, Bristol.

Wisner, B, Blaikie, P, Cameron, T & Davis, I 2004, At risk: Natural hazards, people's vulnerability and disasters, 2nd edn, Routledge, New York.

Sponsored by an institution, corporation or other organization

Australian Institute of Health and Welfare (AHW) 2002, Australia's Welfare, 2003, AHW, Canberra.

Chapter in edited book

Thorn, C 2001, '(In-)visibility and shame: The stigma of being a woman and homeless in Sweden', in B Edgar & J Dohery (eds), Women and homelessness in Europe: Pathways, Services and Experiences, The Policy Press, Bristol, pp. 493–526.

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Skeat, H 1999, 'Women with disabilities and homelessness', Parity, vol. 12, no. 1, p. 17.

Newspaper article

Hudson, A 2007, 'Serbia not guilty in genocide trial', Sydney Morning Herald, 27 February, p. 11.

Published conference paper

Morris, M 2005, 'Organisation, social change and the United Arab Emirates', Social Change in the 21st Century 2005 conference proceedings, Centre for Social Change Research, Queensland University of Technology, Brisbane, pp. 23–44.

Unpublished paper

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