

College Student Affairs Journal

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Guidelines for Authors

Aim & Scope:

The College Student Affairs Journal publishes articles related to research, concepts, and practices that have implications for both practitioners and scholars in college student affairs work.

Types of Manuscripts Accepted:

As a national peer reviewed professional journal, The College Student Affairs Journal primarily seeks manuscripts which report original qualitative or quantitative research regarding topics of interest to student affairs practitioners, graduate students and faculty. In addition, however, general articles may include research reports, updates on professional issues, examinations of legal and policy issues, dialogues and debates, historical articles, literature reviews, opinion pieces, or projections of future trends.

Publication Schedule:

Twice yearly, fall and spring. Periodically, a third issue is published in the summer.

Circulation:

1,200

Index:

Current Index to Journals in Education and Higher Education Abstracts.

Concurrent Submissions to Other Publications:

Not accepted.

Style Guide:

Manuscripts should follow the style of the Seventh 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:

Do not include any information that identifies the author(s) in the manuscript. All author information is to be entered through the manuscript submission portal (link below). The article's first text page should include the manuscript title, but no information that would identify any author.

Recommended Length:

Manuscripts submitted for the Articles section generally range between 5,000 and 7,000 words including abstract, tables, figures, and references.

Figures and Graphs:

Supply camera-ready art.

Manuscript Submission:

All manuscripts are to be submitted as MS Word files (1997-2003 or later).

All submissions are to be made through the *CSAJ* portal at Scholastica.

<https://submissions.scholasticahq.com/sites/college-student-affairs-journal>

Review Process:

All submissions are refereed using a masked review system. Evaluative criteria include significance of topic, clarity of presentation, style of writing, usefulness to practitioners and/or importance for scholarship, contribution to the student affairs profession, and quality of methodology or program. 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. All others will be returned on request. The editor reserves the right to edit or rewrite accepted articles to meet the Journal's standards.

Book Reviews:

We are now accepting book reviews, as well as reviews of other forms of media, to be considered for publication in the *College Student Affairs Journal*. Review submission should be between 750-1500 words. Authors should be very clear in making a connection between the reviewed work and practice in student affairs.

Editorial Correspondence:

Direct all inquiries to Michelle Boettcher or Dena Kniess, *College Student Affairs Journal* Editor at CSAJ@sacsa.org.

Publisher:

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