

SUBMISSIONS: INFORMATION FOR CONTRIBUTORS

The *Journal of Applied Research in the Community College* publishes applied research articles as well as those that describe innovative approaches and models for use in planning and assessment in community colleges. *JARCC* is also interested in “toolbox” articles, those that describe in some detail a specific technique (e.g., a data collection instrument or approach, an analytic technique, a way to communicate data to decision makers, etc.) that can improve research, planning and assessment practices in community colleges; special essays where the author(s) take a particular point of view; and book reviews.

Manuscripts should generally be 10-20 pages in length (double-spaced) and should be sent to the Executive Editor in a Word document by e-mail. Each manuscript should be accompanied by an abstract of 150 words or less, along with the address, phone number, e-mail address and FAX number for the lead author. Each table and figure should be saved as a Word document in a separate file with an indication in the article of about where each should be placed. Images created in pdf must be converted to jpg or tif and Excel tables must be converted to Word. Manuscripts submitted to the journal must not be under consideration by other publishers. All manuscripts should conform to the guidelines as outlined in the *APA Style Manual, 5th Edition*.

Articles are screened initially by one of the editors for appropriateness with the purposes of *JARCC* and overall quality. If the screening is positive, then the article is sent out for blind peer review to two members of the Editorial Advisory Board (see listing). The criteria used in the review process include the following: makes a significant contribution to administration, policy making and/or the practice of institutional research at community colleges; generates reader interest; represents a timely topic; clearly defines and states the problem; makes a clear link to previous literature; uses appropriate design and methodology; logically organizes the presentation; writes clearly, and provides conclusions/implications/recommendations substantiated by the content presented. If, after review, the article is accepted for publication, the Executive Editor will assign an Associate Editor to work with the author(s) on any revisions that are requested.

If you have presented at a local, regional or national conference and are wondering if your work might be appropriate for consideration by *JARCC*, we encourage you to contact the Executive Editor via e-mail. An important purpose of the journal is to encourage more community college institutional researchers, planners and assessment specialists to consider sharing their good work through formal publication.

Send manuscripts to Andreea M. Serban, Executive Editor, at serban.andreea.mihaela@gmail.com