

Directions for Contributors

The Journal of Higher Education Management is published by the American Association of University Administrators. The Journal's purpose is to promote and strengthen the profession of college and university administration. The Journal provides a forum for: (a) a discussion of the current issues, problems, and challenges facing higher education; (b) an exchange of practical wisdom and techniques in the areas of higher education leadership, policy analysis and development, and institutional management; and (c) the identification and explication of the principles and standards of college and university administration.

Manuscripts should be written for the college or university administrator who has the general responsibilities of educational leadership, policy analysis, staff development, and/or institutional management. Practical as well as scholarly-oriented submissions are welcome.

Authors should be guided by the following submission requirements:

1. Manuscripts must be submitted as MSWord documents, using the following layout specifications.
 1. Page Layout: (a) Set paper size to 8.5 x 11" paper; (b) Set all margins to 1 inch; (c) Avoid special layout options—do not use headers or footers; do not insert page or section breaks, do not include page numbers.
 2. Font: Times New Roman (size 12, regular).
 3. Paragraph Layout: (a) Do not include any special spacing either before or after paragraphs (set before and after spacing at 0 pt.); (b) Use double line spacing; (c) Begin each paragraph with a .25" indentation, (d) Indent extended quotations .5" (do not indent anything else).
 4. Tables, Figures, Graphs, Photos: (a) Must fit on one page (can be no larger than 6.5 x 9"); (b) Must be arranged to appear vertically on the page; (c) Font size must be the same as the body of the paper; (d) Must be in black and white (no color permitted). All tables, figures, graphs and images used from previously published materials, must provide documentation of permission to reprint in JHEM (i.e., used with permission; see APA samples).

5. Tables, Figures, Graphs, Photos: These should be placed at the end of the document with the note: “insert here” in the text with the Table number and Title. The label “Table” and “Title” should not be a part of the Table or Figures.
2. Each manuscript must be accompanied by a 75-100 word abstract and a list of 4-6 key words suitable for database searching. In general, Manuscripts should not exceed 5,000 words.
3. At the top of the manuscript (before the title), provide each author’s name, institutional affiliation, and preferred email address. (Note: These are removed before the manuscript is sent out for review.)
4. Manuscripts must conform to the latest specifications of **The Publication Manual of the American Psychological Association** (APA Style).

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