



ADVANCE

Journal

Mission

The mission of ADVANCE Journal is to provide an online, open access forum to publish peer-reviewed scholarship related to ADVANCE programs and outcomes.

Manuscript Types

ADVANCE Journal invites manuscripts from a variety of qualitative, quantitative and mixed research methodologies that reflect the journal's mission to create a forum for conversation about institutional transformations. Each manuscript should be original and not under review elsewhere. Manuscript types can include the following:

1. *Peer Reviewed Scholarly Articles*
2. *Reviews of the Literature/Concept Articles*
3. *Program Evaluation and/or Assessment Reports*
4. *Critical Review of Resources*
5. *Letters to the Editor/Article Responses from Readers*

Submission link:

<http://www.advancejournal.org/for-authors>

Style Guidelines

All manuscripts submitted for review should follow the 6th Edition of the APA Publication Manual. Specifically, authors should use 12 pt. Times New Roman font; use 1 inch margins; number each page in the top right hand corner; and include all citations, tables, figures and appendices in the back of their manuscript. Please put line numbers in the left margins. Finally, in order to preserve the peer review process, we require authors to remove any electronic and overt identifiers from their potential contributions. Please submit the cover letter, which should speak to the connection between ADVANCE and your potential contribution, and the title page as separate documents.



Manuscript Requirements

Format: All manuscripts should be submitted as Word documents.

Manuscript Length: Manuscripts should not exceed 8,000 words (typically 30 double spaced pages).

Title Page: Each manuscript should include a title page with the full title of the manuscript, as well as a running head per APA Guidelines. Also included on the title page should be the names, titles and institutions of each author for the manuscript with the email address and phone number provided for the coordinating or lead author. For review, please attach the title page as a separate document. No author names or references in the text that would identify the author should be used in the file that contains your manuscript.

Abstract: Each manuscript should include an abstract on a separate page to not exceed 250 words. The abstract should provide detailed information about the purpose, findings, and conclusions for the work.

Use of Headings: The appropriate use of headings per the 6th Edition of the APA Publication Manual should be adhered to with regard to levels of headings. Also, clearly identifiable headings and subheadings should be used throughout the manuscript. For example, Introduction, Review of the Literature, Methodology, Results, Discussion, Implications, Conclusion for research articles.

Citations, Tables, Figures, and Appendices: All citations, tables, figures and appendices should be included in the back of the manuscript and adhere to the 6th Edition of the APA Publication Manual with regard to formatting requirements. Any and all of these sections are included in the total page count for a manuscript as outlined under manuscript length.

References: All references, that are cited within the manuscript, should be included in the back and formatted according to APA 6th Edition guidelines.

Review Process: Each manuscript, regardless of type, is first reviewed by the co-editors to determine its suitability for publication in *ADVANCE Journal*. If appropriate for the Journal, the editors will then send out the article for review.

For any questions about the journal in general or about submitting, please feel free to contact the editors, Janet Lee (jlee@oregonstate.edu) and Susan Shaw (sshaw@oregonstate.edu).