

Submission Guidelines

Submissions should be written for an audience of higher education leaders working in a broad range of administrative, academic, and policy arenas. Co-authored and collaborative pieces are welcome. All submissions should be typed in APA format in accordance with *The Publication Manual of the American Psychological Association, Fifth Edition* (2001).

All manuscripts should be double-spaced and submitted electronically in a Word document to hemjournal@gse.upenn.edu. Submissions should contain the name, institutional affiliation, phone number and email address of the author on a separate cover page to insure anonymity in the reviewing process. Please do not submit manuscripts that have been previously published or are currently under consideration for publication.

Prospective authors are invited to contact the lead editor for the corresponding issue to discuss possible contributions.

Feature Articles

Feature articles should be approximately 15-20 pages. All articles must correspond with the theme of the journal issue for which they are submitted. Submissions may include theoretical pieces, comprehensive literature reviews, or findings from empirical research.

Notes from the Field

Notes from the field should be approximately 5 to 8 pages and may include descriptions of programmatic innovations or campus initiatives, summaries of research-in-progress, essays on professional issues, or case studies. Submissions may include institutional issues as well as larger concerns of higher education practice. All submissions should be related to the theme of the journal issue for which they are submitted.

Media Review

Reviews of current books and other media (e.g., websites, documentaries, software) that support innovative and strategic higher education management are welcome. Reviews should be no more than 5 pages and should relate to the theme of the issue. Please email the lead editor with ideas for reviews prior to writing as to avoid duplicate submissions.