

LEARNING COMMUNITIES RESEARCH AND PRACTICE

INSTRUCTIONS TO AUTHORS

CONTENTS

- General Information
- Editorial Policies
- Peer-Review Process
- Submission Guidelines
 - General Formatting
 - Headings
 - Footnotes
 - Appendices
 - Figures and Tables
 - References
- Checklist for Submissions
- How to Submit Your Article

GENERAL INFORMATION

Learning Communities Research and Practice (LCRP) is an open-access, peer-reviewed journal hosted by Washington Center, the National Resource Center for Learning Communities, at The Evergreen State College. LCRP provides a forum for sharing current research, effective practices, critical reflections, and resources related to student learning communities in higher education. Our audience is primarily faculty, staff, and administrators at two- and four-year institutions who are currently involved in or considering initiating learning community work. The purpose of LCRP is to promote practices and knowledge that strengthen learning community practice.

LCRP is published twice a year in May and November. Submission deadlines are January 15 and July 15.

LCRP seeks submissions from faculty, administrators, student services professionals, researchers, and students involved in learning community work.

The journal publishes four main types of articles:

- *Research* articles focus on an issue or question, provide theoretical grounding, gather and assess evidence to address the issue or question, and use a method appropriate to the problem being addressed.
- *Practices from the Field* describe a practice developed to address a particular issue, question, or problem in learning community work. Like research articles, *Practices from the Field* need to be situated in the context of relevant literature, and evidence needs to be provided to demonstrate their effectiveness.
- *Perspectives* share personal and/or professional reflections related to learning community practice or experiences in the context of higher education.
- *Reviews* highlight books and journal articles relevant to the learning communities field.

LCRP Instructions to Authors

Topics may cover all aspects of learning community theory and practice including integrative and interdisciplinary learning, collaborative teaching, faculty development, assessment, curriculum, pedagogy, program administration, integration with student services, and meeting the needs of specific cohorts of students.

LCRP also accepts readers' responses to published journal articles.

Manuscript length varies based on the article type:

- Research: 5,000 – 8,000 words
- Practices from the Field: 1,000 – 2,500 words
- Perspectives: 1,000 – 2,000 words
- Reviews: 500 – 1,000 words
- Readers' Responses: 200 – 500 words

Word counts do not include the abstract, appendices, or references.

There are no publication charges for LCRP. The online journal is accessible to anyone. Its authors retain copyright, allowing anyone to reproduce or disseminate articles according to the LCRP copyright and licensing agreement.

EDITORIAL POLICIES

LCRP publishes articles that have not been published in other peer-reviewed journals. We welcome articles derived from papers presented at conferences as well as articles previously printed in other publications, including in-house journals, that are not peer-reviewed. Authors are required to ensure that no material submitted as part of an article infringes existing copyrights or the rights of a third party.

Articles must be submitted by one of the authors, who will be responsible for the article during the submission and peer review process. Submission to LCRP implies all authors have read and agreed to its content, and any human-subjects research reported in the article has the approval of an appropriate institutional review board.

PEER-REVIEW PROCESS

Research, *Practices from the Field*, and *Perspectives* are all subject to a peer-review process. *Reviews* and *Readers' Responses* go directly to the editors for review.

The peer-review process is designed to ensure that LCRP publishes original work that strengthens the learning communities field. Peer reviews will be “double blind”—authors will not know the identity of the reviewers and vice versa. One of the editors will serve as lead for each submission. The editor may provide preliminary feedback to the author(s) before sending an article to peer review.

Articles will be reviewed with four possible outcomes in mind:

- accept without revision
- accept after revision without further external review
- neither accept nor reject until author(s) make revisions and resubmit
- reject

The editor will collect reviews and recommendations from at least two reviewers. The editor will synthesize the feedback from reviewers, make the final decision on outcome, and advise the author through the Bepress system.

Authors will receive an editorial decision within three months of submission.

SUBMISSION GUIDELINES

All submissions should conform to American Psychological Association (APA) guidelines.

General Formatting

Please use the following formatting throughout your document, including appendices:

- 8.5 x 11 inch page
- 1.5 inch margins (top, bottom, left, right)
- No headers or page numbers
- Single-spaced text, justified, for body text and appendices
- No extra line space between paragraphs in body text or references
- 12-point Times New Roman font (10-point for footnotes)
- Italics, as needed, for emphasis; no underlining or bold text
- Paragraph formatting: First line indent of 0.38" (3rd line on the ruler)
- Block quotations: 0.38" indent on left and right
- References: Single-spaced, left-aligned text, with a hanging indent of 0.38" (3rd line on the ruler)

Headings

- 1st level: 12-point Times New Roman font, bold and centered; 12-point spacing above and below
- 2nd level: 12-point Times New Roman, bold, left-aligned; 12-point spacing above and below
- 3rd level: 12-point Times New Roman, italic, left-aligned; 12-point spacing above, no extra spacing below

Footnotes

Use footnotes (10-point Times New Roman) rather than endnotes for brief supplementary information, including website URLs; number footnotes consecutively.

Appendices

Include appendices at the end of your manuscript, after the references, if you want the appendices to be a part of your published article. You can also use the Supplemental Content link to add appendices when you submit your article, but this material will appear as links on the webpage for your article rather than as part of the article.

Figures and Tables

Every figure or table must be referenced in the text. For the review submission, include all figures and tables at the end of the document, after the appendices. Indicate in the body text the approximate location where the figure or table should appear (e.g. “Figure 1 goes here,” set off by horizontal lines across the page). Include the figure or table caption with the figure or table.

All figures and tables must fit on an 8.5 x 11 inch page with 1.5 inch margins on all sides. Large tables or figures will be on pages by themselves and may be oriented in portrait or landscape mode.

Figures

Each figure must have a caption below it. Figure captions should be Times New Roman, 10-point. They should include the figure number (e.g., Figure 1), a title (sentence-style capitalization), and explanation and discussion (up to 300 words), if needed, below. Body text in figures should be Arial and should be no smaller than 8-point.

If you submit the figures in separate TIF or EPS format files, the fonts must be embedded and the figures must have a resolution of at least 300 dpi.

Tables

Each table must have a table number and title above it. The table number and title (headline capitalization) should be on successive lines and be Times New Roman, 10-point, bold. For the body of the table, use Arial 9-point font. Explanatory information should appear below the table.

References

- Use APA styles for in-text references and reference lists.
- Cited references should appear alphabetically by lead author’s name in chronological order at the end of the article; references in footnotes, tables and figures should be included.
- Any “in press” articles cited within the references and necessary for the reviewers’ assessment of the article must be made available if requested.

Examples

Book

Stern, D., Raby, M., & Dayton, C. (1992). *Career academies: Partnerships for reconstructing American high schools*. San Francisco, CA: Jossey-Bass.

Journal article

Sweeney, M. (2012). The Wikipedia project: Changing students from consumers to producers. *Teaching English in the Two-Year College*, 39(3), 256-267.

Website

Ewell, P., Paulson, K., and Kinzie, J. (2011). *Down and in: Assessment practices at the program level*. National Institute for Learning Outcomes Assessment. Retrieved from <http://www.learningoutcomesassessment.org/documents/NILOAsurveyreport2011.pdf>

CHECKLIST FOR SUBMISSIONS

Please make sure you have the following information and documents ready before you submit your article:

- **Your manuscript**, saved as a Microsoft Word or RTF file, with any appendices or supporting documents included at the end of the document.
Remove page numbers, headers, footers, and your abstract from the document before uploading it.
- **An e-mail address for each co-author.**
- A **title** no longer than 120 characters, **as well as a shorter title**—no more than 65 characters—to appear in the published article header.
- **3-5 keywords** that will help people find your article with a search engine.
When you submit your article, you will also have the option to select from pre-defined lists of topics and disciplines to associate with your article. Selecting all that apply, in addition to the keywords you enter, will further improve your article's search performance, even when the same terms are repeated.
- An **abstract** (100-200 words) for your article, saved as a separate file that you can copy and paste into the submission form.
This abstract should be substantive—not just a preview—and should provide enough information for the reader to get an overview of the issue or question being addressed, the methods used, significant findings, and other key information. (You do not need to include an abstract for Reviews or Readers' Responses.
- A **cover letter** to the editors, if desired, that you can upload.
If you prefer, you can type a brief note to the editors in the submission form.

Once your article has been accepted for publication, we will ask you for a 1-2 sentence bio for each author, as well as any acknowledgements you would like to appear on the cover page. We suggest that you not include this information until after the blind peer-review process.

HOW TO SUBMIT YOUR ARTICLE

1. Start the submission process:
Choose the **Submit Article** link on the home page.

2. Log in to the system:
If you have submitted an article before, log in with your user name and password.

If you have not submitted an article before, choose Create Account and follow the prompts. You should immediately receive a confirmation e-mail at the address you provided (you may

LCRP Instructions to Authors

need to check your Junk mail). Click in the link in the e-mail and proceed with your submission if ready. If you attempt to create an account at an address already in the system, your password will be sent to you as a reminder. If you need help, contact lcrpjournal@evergreen.edu.

3. Review the submission and copyright agreement:
If you agree and accept the conditions, click on “Accept.” (Pressing “Decline” cancels the submission process.)
4. Submit your article:
 - a. Follow the prompts to provide the following information:
 - Title
 - Short title (65 characters or less)
 - Article type (Research, Practices from the Field, Perspective, Review, Reader’s Response)
 - Keywords, for use with search engines
 - b. Select Topics and, if appropriate, Disciplines from the lists provided.
 - c. Type or paste your abstract into the box provided and format as desired.
 - d. Do not enter information for the box titled Cover Page Footnote at this time.
 - e. Upload your manuscript.
 - f. Upload your cover letter, or type in a short note to the editors.
 - g. Click **Submit**.

You will be cc’d by system e-mail to the editors notifying them of your submission. Please note that the system will assign an identifying number for your article, e.g., MS#1017.

Do not upload additional revisions to your article. Once reviewers have begun to read your article, it is critical that they have a stable version. You’ll be able to make small changes once your article has been accepted for publication.