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SUBMISSION GUIDELINES FOR AUTHORS

JAIE invites scholarly papers from assessment investigators in every field relating to student learning outcomes, assessment processes in academic disciplines, institutional effectiveness planning, public policy, or other research-based or theoretical analyses. *JAIE* reaches a nation-wide assessment community of academic faculty, student services personnel, administrative planners, institutional research officers and practicing assessment professionals.

Publishing decisions are made within 10 weeks of receipt, except in unusual circumstances. Manuscripts undergo a double-anonymous review process. If your manuscript is accepted for publication, you will be asked to submit within the time specified an electronic copy of the final version in Microsoft Word format. You also must obtain permission to reproduce any copyrighted materials used in your article.

Submit your manuscript to the *JAIE*'s electronic submission system

www.editorialmanager.com/jaie. *JAIE* will acknowledge receipt of your manuscript via email.

General Submission Criteria

- The journal uses a double-anonymous review process; please remove all references to or clues about your identity as author(s) from the main text and footnotes.
- You may cite your own work, but be careful not to use wording that identifies you as the manuscript's author.
- Tables, figures, appendixes, and photos must be submitted as separate files / documents from the article text.

- Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt text Guide on page 7** for more on writing alt text.
- Submissions should be accompanied by an Abstract of 150–200 words to be entered directly on the Editorial Manager submission page. **Please see page 4 for guidelines on writing an abstract.**
- Submit 3–5 key words.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press with the author's publication contract.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

Style

- Manuscripts must conform to APA style, as specified in the latest edition of the **Publication Manual of the American Psychological Association**.
- Use single spaces flowing periods between sentences throughout the manuscript.
- Translations
 - Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.
 - In general, translations should be accompanied by the original quotation in the endnotes.

Manuscript Format

- Manuscripts should be submitted as Microsoft Word files.
- All text, including notes and works cited should be formatted in Times New Roman font, size 12-point font on 8.5 x 11 inch pages., with double line spacing throughout.
- Text should be left-justified with one-inch margins.

- Length: Articles are to be not less than twenty (20) or more than thirty (30) double-spaced pages in length, excluding endnotes and appendixes.
- Paragraph indentation by tab only, not space bar or paragraph indent function
- Number pages at the bottom right.
- No function of “Track Changes” should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- “Style” field should read “Normal” throughout text.
- Use “main headings” and “sub-headings”.
- Subheads may be placed in italic to distinguish them from a full heading.
- No automated lists – all numbers or bullets must be keyed.
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”). When using a four period ellipsis, the first is a true period, and the following should be spaced as above.
- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.
- Use single spaces following periods between sentences throughout the manuscript.
- All footnotes to be converted to endnotes, double spaced, and rendered in 12-point Times Roman.
- Tables / figures / appendixes:
 - Must be submitted as separate files / documents from the article text.
 - An indication in the text for placement should be given, for example:
 - <Table 1>, <Figure 2>, <Appendix 1>
 - Figures must be submitted in the original format at the size the author would like them to appear.
 - Tables should be submitted in MS-Word. All tables may be included in one document.
 - Charts and graphs should be submitted in MS-Excel or its original source file.
 - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear. Not in MS Word File.
 - If possible, all digital files (photos) should be gray scale.

- Please provide **alt text** for all supplied images, charts, tables, and graphics. See **PSU Press Alt Text Guide on page 7** for information on writing alt text.

Book reviews

- The review must be headed by the following information: name of author or editor; title of publication; publisher's location; publisher; date of publication; number of pages; ISBN number (if available in both hardcover and paperback, indicate numbers for both); and selling price(s).
- The Name of the book reviewer to follow the heading.
- The text of the review must be double-spaced in Times New Roman font, size 12-point font.

Tips for Writing an Abstract

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:

- Condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Many online databases, such as Scholarly Publishing Collective, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

Keep in Mind... Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

Do not

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title
- Use first person in abstract text (e.g., instead of “In this article, I outline,” use “This article outlines”).

Examples

The abstract should begin with a clear sense of the research question and thesis.

“While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.”

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

“The debate among Watts, Koupria, and Brecker over the reliability of stylometry (PMLA 126.5, Fall 2009) suggests that . . .” or “Using the definition of style proposed by Markos (2014), this article argues that . . .”

Finally, briefly state the conclusion.

“Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .”

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or “alt text”) will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts. *Note:* If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see [here](#).

Final Submission Checklist

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:
 - E-mail address
 - Affiliation
 - ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
 - Abstracts (150–200 words)
 - Keywords (3–5)
 - Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
 - All tables (including titles, description, footnotes)
 - Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent **Publication Manual of the American Psychological Association** for language and formatting.
- You have used endnotes and not footnotes.
- All references mentioned in the Works Cited list are cited in the text.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2.25 inches wide.
- **Alt text has been provided** to describe provided for all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
- You have saved your article in a docx file format, not as a PDF or other file format.

