

Journal of General Education

A Curricular Commons of the Humanities and Sciences

Author Submission Guidelines

Journal of General Education: A Curricular Commons of the Humanities and Sciences (JGE) is devoted to the ideas and ideals of scholarship that enlighten the understanding of the general education curriculum. General education reaches beyond disciplinary and professional concentrations to provide an undergraduate educational commons. The Journal's research, essays, and reviews engage academic communities and the broader public in deliberations about general education experiments and innovation, including but not limited to the assessment, history, philosophy, and theoretical commitments of general education.

In short, *JGE* is focused *not* on a scholarship of general interest to those engaged in undergraduate education. Rather, *JGE* is a scholarly community interested *in general education as a distinctive cornerstone* of the arts of liberty that prepare citizens to live engaged, responsible, and meaningful lives.

We are particularly interested in thoughtful reflections and reports from those who are currently undertaking general education reform. In addition, *JGE* welcomes proposals for special issues of the Journal. Please contact the Editorial Office at JGE@press.psu.edu.

We encourage you to engage our journal community online through our Twitter account: [@JGenEdu](https://twitter.com/JGenEdu).

Submission Information for Manuscripts

All manuscripts must be submitted through our online system. Please visit this site to create an author account and submit: <http://www.editorialmanager.com/jge/>

Quality

Articles are selected for the original ideas, cogent arguments, and creative approaches they contribute to enriching the general education endeavor. Each article is assessed by the editors and reviewers for its contribution to the scholarship on general education.

Style

- **Authors must follow the Publication Manual of the American Psychological Association (APA) in preparing of citations and references in their manuscripts.** Refer to published articles for examples of style.
- Manuscripts for submission should be submitted in Word format, typed double-spaced throughout (excluding block quotations and references) in Times New Roman font, and pages should be numbered consecutively, with any notes grouped in one section at the end.
- Essays, literature reviews, position papers, and critical self-reflections about ongoing general education reform should not exceed 5,000 words.

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- Research articles on general education or general learning should not exceed 7,000 words.
- Synopses of innovative programs and practices in schools and colleges should not exceed 3,000 words.
- To ensure anonymity during the double-anonymous peer review process, authors' names and affiliations should not appear in the manuscript nor on a cover page for the article. Please insert "[removed for the purposes of anonymous review]" for any such text.
- An abstract of no more than 150-200 words is required with all submissions. **Please see Abstract Guidelines below.**
- Authors should select 3-5 keywords to enhance online discoverability.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- 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 has not been published elsewhere and is not currently under consideration elsewhere.

Tables, Figures, and Appendices

- Tables, figures, and appendices, with their captions, must be submitted as separate files from the article text.
- Figures will be printed in color online but in black & white in hardcopy. Authors may pay \$300 per color page to print hardcopies in color.
- Figure resolution should be 300 dpi at the size the images are to appear. Not in MS Word File.
- Authors provide alt text to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. See **PSU Press Alt Text Guide on page 5** for information on writing alt text.

Submission Information for Book Reviews

JGE accepts book reviews of recently published (within the last two years) books and monographs that focus directly on general education or related topics in higher education.

Length and Format

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- The review should be between 1,000 and 5,000 words.
- The top of the first page should include the bibliographical citation of the book utilizing APA citation style and also the ISBN number, number of pages, and price (both hard cover and paperback if applicable).

Some General Advice

- The purpose of the review is to clearly and succinctly convey to the reader the contribution of the book to the academy: How useful is the book to addressing issues in general education and how is the information presented helpful to different audiences (i.e. faculty, practitioners, and administrators)?
- The book review should contain a brief synopsis of the book including clear description of the theoretical, empirical, or policy issue of concern.
- The reviewer should draw on other texts that speak to the book's topic and delineate how the book takes a particular or unique approach to the topics covered.
- Questions to consider when writing your review are:
 1. What is the timeliness of this particular topic?
 2. What are the strengths of the book?
 3. What are the short comings or limitations that were not specifically covered that should be considered?
 4. What is the major significance of this book to the field?

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

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informed judgment about the applicability of the work.

Writing Tips for Abstracts

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (no more than 200 words) and may include these elements:

1. Statement of the problem and objectives (gap in literature on this topic)
2. Thesis statement or question
3. Summary of employed methods, viewpoint, or research approach
4. 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”).

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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.

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