

Update to book author guidelines

Peer review: verifying credibility

NACADA books are not just about communicating ideas that contribute to practice and build the reputation of the field, but offer a reputable format for authorship. Specifically books use a single-blind peer review process (reviewers know who authored the article/chapter but authors do not know who reviewed). Subsequently during developmental editing, contributors receive constructive input that corresponds with a publication designed to advance scholarly discourse about the research, theory, and practice of academic advising in higher education.

NACADA takes full advantage of experts in the field through the peer review process. NACADA editors select scholar-practitioners who mirror the diversity within the association to review drafts. As proof of their commitment to advancing the field and scholars, reviewers volunteer their time and talents to improve the literature base through NACADA books.

A. Content Review Panel

A Content Review Panel (CRP) is appointed for each publication. This group, made up of 6–12 NACADA members with expertise in the field(s) addressed in the publication, reviews initial drafts for content issues. Contributing authors upload initial drafts to publication's cloud-based repository (most editors use Dropbox©) and the Managing Editor invites CRP members and content Editors to the Dropbox so they can review contributions. The CRP review usually takes four to six weeks; CRP members respond with comments and suggestions. The Managing Editor collects and compiles CRP comments and forwards them to Editors. To help maintain single-blind anonymity each CRP member is assigned a random number; all comments are listed by that number. Editors receive a master list but CRP names and numbers are NOT to be shared with authors.

B. Revised draft

Authorship does not end upon the submission of the first draft. Rather at submission writers enter the teamwork phase with respective editors as the creation of a NACADA publication evolves. A writer can expect to revise the draft after reviewers and editors refine the focus of the work. Editors determine how they divide work (e.g., some editors divide primary responsibility by sections with one editor taking the lead on a particular section while the other editor(s) take the lead on a different section). The author then will address specific queries and incorporate directives in revised draft and submit that revision (2nd draft) to the author Dropbox as specified on the publication's timeline.

C. Content Edits

Editors download the revised drafts for content edits. During the Content Edit phase editors read and critique revisions, make any needed content and structural changes, and send their revisions to authors. Some chapters require little content editing; other chapters require a great deal more. Authors typically have up to 10 days to approve the revisions or make alternate suggestions.

D. Developmental Copy Editing

Editors do NOT worry line/proofreading edits (e.g., grammar and citation issues); NACADA employs Nancy Vesta, a very thorough copy editor, to take care of those issues. While doing the initial line edits the copy editor also does a complete developmental or structural copy edit. During a developmental copy edit stylistic (jargon, and style mechanics) issues are addressed and suggestions made that will help clarify and/or reorganize a chapter to bring it in line with APA guidelines. After the initial copy edit, the copy editor sends the article/chapter back to the author with specific queries and directives. Note that during this stage an article typically requires extensive reworking of specific sentences and passages as it receives final preparation as a vetted, clearly articulated, and stylistically consistent NACADA publication.