Writing for NACADA

2014 REGIONAL CONFERENCES

Presenters:
Journal Editorial Board

Academic Advising Today
Voices of the Global Community

Clearinghouse
Academic Advising Resources
NACADA Publications

- The NACADA Journal
- Academic Advising Today
- NACADA Clearinghouse of Academic Advising Resources
- Monographs, books, CDs, DVD
- NACADA Blog
What we’ll talk about today...

- Purpose
- Content
- Writing Guidelines
- Acceptance Process
- How do I get published...?
What would you like to add to the literature?

Write down at least one idea you have for writing about an advising related issue
Research, theory, and practice
- qualitative research
- quantitative research
- mixed methodology
- applying existing theory to advising
- developing new theory relevant to advising
- implications for advising practice
- etc.
Journal Purpose

- Professional publication
  - Blind-reviewed
  - Peer-refereed
- Published biannually
- Scholarly articles on research, theory & practice
- Book reviews

Exists to advance scholarly discourse about the research, theory, and practice of academic advising in higher education

Print-based and on the web for NACADA members
Journal Guidelines

- Manuscripts should not exceed 6,000 words (excluding title page, abstract, and references)
- Most studies are based on a standard qualitative or quantitative research methodology
- *Journal* and APA style guides
  - NACADA online guide page
• Assessing students learning in academic advising using social cognitive theory

• Assessing academic risk of student-athletes: Applicability of the NCAA graduation risk overview model to GPA

• Academic advising and first-generation college students: a quantitative study on student retention
Journal Acceptance Process

- Co-Editors read each manuscript and decide if a blind copy should go to Manuscript Reviewers
- Three Manuscript Reviewers from the Editorial Board read article and write an independent review
- Co-Editors read reviews and re-read manuscript
- Co-Editors write an Editorial Decision Letter
  - Accept, Revise study/manuscript, Reject
- Process takes two to four months
- Approximately 30% of manuscripts are published
How do I get an article published in the Journal?

- Formulate an idea
  - Professional reading, colleague discussion, glean from practice

- Conduct an inquiry
  - Qualitative and/or quantitative research; theoretical; applied

- Write it up: Prepare a manuscript that follows
  - NACADA online guidelines page
  - Publication Manual of the American Psychological Association, Sixth Edition

- Upload a “clean” manuscript and cover sheet following the directions at www.nacada.ksu.edu/Resources/Journal/Publication-Guidelines.aspx
How do I get an article published in the *Journal*?

**TIPS:**
- Become familiar with the *NACADA Journal*
  - Types of articles
  - Tone and style of writing
- Place your article in the context of previous *Journal* publications on your topic
- Proofread to assure you are really finished
- Follow the *Journal’s* submission process and published guidelines
- Follow the APA Style Guide (no hybrid styles)
- “Clean” the article for blind review; develop cover sheet for identification information
- Copyright release
- Learn from the review process
What happens during the review process?

- Manuscript review normally takes from three to four months.
- Reviewers can suggest that a manuscript be accepted, revised and resubmitted, or rejected.
- Editors write authors letters sharing reviewer feedback and making constructive suggestions.
- A majority of authors are asked to revise and resubmit based upon reviewer comments.
- Average article is revised two times before acceptance.
- Once accepted, manuscripts are published on a rolling basis twice a year: usually June and December.
Book Review

Find online:

- List of available books
- Choosing and requesting a book
- Writing the review
- Submitting the review
- Index of print-based book reviews
- Web published book reviews
- One review featured in each print issue
- One review every two years
New NACADA Resources

Membership
Becoming a NACADA member means joining the ranks of more than 10,000 professional advisors, counselors, faculty, administrators, and students working to enhance the educational development of students. Members enjoy various benefits, discounts, and opportunities within the organization and its many services and resources.

Upcoming Events
2013-2014 Web Events
Registration now available
Academic Advising Administrators’ Institute
February 6-8, 2014
Early Registration Deadline: January 15th

Technology & Academic Advising Seminar
February 10-11, 2014
Early Registration Deadline: January 15th

Resource Library
Looking for information about academic advising? You've come to the right place. NACADA provides a plethora of articles, materials, publications, and other resources. Whether trying to get new perspective on retention issues or just trying to stay abreast of current trends in advising, NACADA's Resource Library is a proven source of valuable information.
Academic Advising Today: Voices of the Global Community

Academic Advising Today is the quarterly electronic publication (e-zine) of NACADA: The Global Community for Academic Advising. It exists to provide a venue for sharing of advising experiences and discussion of ideas related to the theory and practice of academic advising in higher education.

All content is selected to support the association's strategic goals:

- Expand and communicate the scholarship of academic advising
- Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
- Promote the role of effective academic advising in student success to college and university decision makers
- Create an inclusive environment within the Association that promotes diversity
- Develop and sustain effective Association leadership
- Engage in ongoing assessment of all facets of the Association
- Pursue innovative technology tools and resources to support the Association

Academic Advising Today Staff

Editorial Team:
Leigh Cunningham, Managing Editor
Maxine Coffey, Copy Editor
Elias Sheffer, Graphic Designer

Current Edition
2013 December 36:4

Academic Advising Today Search

Most Frequently Read Articles
Intrusive Advising 101: How to be Intrusive Without Intruding
Academic Advisors and The Wizard of Oz
Reviewers:
Karen Archambault, Drexel University (2012-2014)
Jason Barkemeyer, University of Utah (2012-2014)
Salawati 'Sally' Garner, University of Oregon (2012-2014)
Kathy McCleaf, Mary Baldwin College (2012-2014)
Lorneth Peters, Austin Peay State University (2012-2014)
Chrissy Renfro, Laramie County Community College (2013-2015)
Holly Martin, University of Notre Dame (2013-2015)
Christina McIntyre, Virginia Tech University (2013-2015)

Questions?
For more information, please refer to:

Publication Guidelines

For questions or feedback, please contact Managing Editor Leigh Cunningham.
From the President: Charting the Course, NACADA and You

Categories: 2013 December 36:4

This is an exciting time for NACADA and its membership. The Association counts on you to let us know how we can assist in enhancing your advising practice and meeting your goals. As an Association, we are navigating our charted course to maintain our focus on advising as a profession, the professional development of our membership, and effectively serving the needs of our diverse and worldwide members.

...Read More

From the Executive Director: 2013 is a Year to Remember

Categories: 2013 December 36:4

What a tremendous year 2013 has been for NACADA, our leaders, our Executive Office staff, and most importantly our members! This year will be remembered in many ways but especially for our membership growth; our continued expansion globally; our focus on membership retention...
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Joanne K. Damminger, NACADA President

If I missed you at the 2013 Annual Conference in October, please let me introduce myself. I am Joanne Damminger, and I am honored to be the new President of NACADA. In my professional life, I serve as the Assistant Vice President for Student Affairs at Delaware Technical Community College, overseeing Student Affairs at four campus locations that span the cozy and beautiful State of Delaware.

I was pleased to meet many of you at the extremely successful Annual Conference at the Salt Palace Convention Center in Salt Lake City, Utah in October where we experienced the wonderful opportunity to interact with over 2800 advisors and administrators of advising, representing 14 countries and 699 institutions. In addition, the conference afforded attendees the chance to participate in Regional, Committee, Commission, and Interest Group meetings, while engaging in over almost 400 academic and scholarly
Quarterly electronic publication (e-pub)
  - Juried

Provides a venue for academic advisors and advising administrators to share their experiences and discuss their ideas about the theory and practice of academic advising in higher education
AAT Content

- Theory-based, but focused on practical application
- Includes
  - President's column
  - ED's column
  - Member articles
  - Keynotes / Guests
  - Vantage Points
  - Commission-sponsored articles
AAT Guidelines

• Ideal submission:
  ○ balanced in perspective
  ○ educational in nature
  ○ positive in tone
  ○ focused on a particular aspect of academic advising

• ~1000-1200 words not counting reference citations

• Ask yourself: *What implications does what I want to say have for advising practice?*

• Devote the majority of the article to providing details that illustrate how an aspect of advising is useful
AAT Guidelines

- Write in the 3rd person (advisors should...) or 1st person (we should...)
  - 2nd person (you should...) will not be accepted

- Use the Publication Manual of the American Psychological Association, 6th edition for citation guidelines

- Commercial messages and promotions are not accepted; submissions must be both product- and vendor-neutral

- *Articles printed elsewhere cannot be reprinted in AAT without written permission from the original publication*
AAT Example titles – March 2014

- **Lessening the Culture Shock: Military Life vs Student Life**
  (unsolicited member submission / general article)

- **Doing the Right Thing: Integrity in Advising**
  (unsolicited member submission / general article)

- **Developing a Professional Identity**
  (solicited article / from Annual Conference Presentation)

- **The Perfect Balance of Work and Play**
  (solicited article / SI scholarship recipient)
AAT Acceptance Process

- Submit your article via e-mail to Leigh@ksu.edu
- Identify yourself by name, position title, department, institution, and e-mail address
- Juried (not generally blind) review
- Draft acceptance rate ~ 60%
- Work with copy editor to finalize
- Photo and Copyright release required
- Most articles printed within 3-6 months
Clearinghouse

Moving to the web in 2002, the NACADA Clearinghouse of Academic Advising Resources features member written articles addressing more than 250 topics applicable to academic advising. The Clearinghouse also includes over 100 'resource links' pages organized by topic. These pages are made up of member suggested web links that connect readers to more than 25,000 relevant resources.

Utilize the 'Search' module at the right to find information on a specific topic or view the 'Clearinghouse Index' link (immediately below the 'search') to see a listing of topic areas that provide access pages within the Clearinghouse.

Note: All site links are member suggested. NACADA Board policy prohibits the granting of commercial endorsements; listing of commercial sites does not imply NACADA endorsement. Use of NACADA web pages and/or listservs for advertising/commercial purposes is strictly prohibited. However, NACADA encourages members to share Clearinghouse materials on their campuses following NACADA Fair Use principles.

Most Viewed Clearinghouse Articles

- Become an Advisor
- FERPA overview
- Motivation
- Gamer Addiction
- Core values of academic advising
- Advising first-year students
- Working with parents

Search Clearinghouse

View the full list here- Clearinghouse Index

If you are needing additional resources, vital information, or unable to find the information you are needing in your research, email clearinghouse@ksu.edu

Pillars of Academic Advising

- Concept of Academic Advising
- Core Values of Academic Advising
- CAS Standards for Academic Advising

Featured Article
Promote the advancement of academic advising by providing members with electronic access to:

- **Advising Issues & Resources**
  - Anchor article
  - Resource links to Web sites and articles

- **Pillar documents for academic advising**
  - links to recognized definitions, standards and values of advising

- **Member Produced Handbooks & Web Publications**
  - suggested by NACADA members as useful
Clearinghouse Guidelines

- Juried (not blind) publication
- Anchor article is an overview of a 'Critical Issue' within advising
- Article can be read in 5-10 minutes ~ 1600 words
- Written in 3rd person
- Includes resources to “read more about it”
- APA format
- Copyright release
Clearinghouse Articles

Most Viewed Clearinghouse Articles

- Become an Advisor
- Values and culture in ethical decision making
- FERPA overview
- Working with parents
- Gamer Addiction
- Motivation
- Core values of academic advising
- Advising first-year students
- Advising and Student Retention article
- Mental health issues in advising
- Concept of Academic Advising
- Advisor Salaries
- At Risk Students
- Applying Theory to Advising Practice
- Advisor Training & Development

Your task: Find and write on a topic either not covered in the Clearinghouse or in need of an update.
How do I get an article published in the *Clearinghouse*?

- Have an idea
  - Professional reading, colleague discussion, practice
- Check the *Clearinghouse* at to see what already has been said about this issue
- Email Clearinghouse Curator George Steele at clearinghouse@ksu.edu to discuss possible article
- Write it
- Submit it
Additional NACADA publication opportunities

- Books
- Pocket Guides
- Blogs
- Webcast CD
- DVD
Additional NACADA Publication Opportunities

- Editors
- Chapter authors
- Exemplary Practices
- Content Review Team members
Reviewer opportunities

- What is reviewed? First chapter drafts written for NACADA produced books
- Who reviews? Members knowledgeable in the topic
- Two upcoming opportunities to review:
  - First-year experience second edition (~spring 2015). Need advisors who work with first-year students
- Apply by completing form at http://www.nacada.ksu.edu/Resources/Writing-for-NACADA.aspx
Submissions should be:

- About an advising/student success related NACADA experience.
- Educational in nature, positive in tone, and focused on particular aspects of academic advising.
- Original and written especially for the NACADA blog.
- Both product- and vendor-neutral.
- Non-political

Writing Guidelines

- Keep posts to the point, roughly 250-400 words in a Word file.
- Use the first person singular. Writing in a conversational tone engages readers and we like hearing personal stories.
- When possible, include at least one image in your post. contact nblog@ksu.edu
- Try to utilize a bulleted format and urls when appropriate (be sure to state where user is going with url).
How to get started

- Guidelines
- Samples
- Collaborators/reviewers
- Time, place to write
- Set deadline
- Brainstorm ideas
- Delineate points
- Write, review and revise
What will you write?

Write your idea, venue, and timeline on your business card
Where would you send a scholarly article based on formal inquiry?

Where would you send an article based on your advising experience?

Where would you send an idea for a yet-to-be published topic?

Where would you send an idea for improving practice?
Questions

- Thank you for attending
- Please fill out the session evaluation