

# NPSMA INNOVATOR

## Guidelines for Authors and Reviewers

**Next Curated Issue: Fall, 2018 (week of Oct. 22)**

**Submission Window: Between June 1, 2018, and August 15, 2018**

### I. Our Goals for Reviewed Articles: An honest and direct consideration of issues.

#### Manuscript Content

1. Select original, timely, interesting topics.
2. Address a broad PSM audience.
3. Clear focus maintained throughout the article.
4. Incorporate specific examples as appropriate, use figures and stories to show the readers rather than tell them.
5. Identify challenges, possible solutions or new approaches, conclusions not overstated.

#### Manuscript Style

6. Utilize personal, engaging style; less formal than academic journals.
7. Use clearly defined and inclusive language.

**II. Types of Articles.** We invite **NPSMA Members** to submit articles that focus on graduate, STEM, and/or technical and professional development relevant to the PSM, including but not limited to: professional orientation; employer partnerships; student and alumni outcomes.

<b>Feature Article</b>	Up to 5,000 words	In-depth and original consideration of a timely topic that includes results of new research and perspectives
<b>In Practice Article</b>	Up to 2,500 words	Shorter profiles of innovative practices
<b>Opinion Article</b>	< 1,000 words	Author-held position on a particular issue, drawing upon experience or evidence and including ideas for improvement or a call to action

### II. Article Elements: These need not be specific sections, but must be included.

<b>Title</b>	Short, to the point, compelling
<b>Lead &amp; "Hook"</b>	Capture attention and curiosity of the reader (make use of questions, quotations, anecdotes statistics or facts)
<b>Introduction</b>	A roadmap: what is the key idea? What valuable lessons or insights will help the reader?
<b>Data-driven text</b>	New observations and supporting data. Maintain the arc of the article and connect the arguments by strong transitions.
<b>Conclusions</b>	Briefly summarize key points and make thought-provoking suggestions. How do these affect programs and students?

### III. Title Page

- Title of manuscript.
- Names of all authors with titles, business mailing and email addresses, phone numbers.
- Brief bio for each author of less than 40 words that emphasizes connections to the PSM.

- Type of article: Feature, In Practice, Opinion.
- Word Count: includes manuscript text, legends and references.
- Authors are encouraged (but not required) to submit one photograph or infographic that captures their article and might be appropriate for the newsletter front page or with their article.

#### IV. Manuscript Preparation

- Number pages.
- Use only 12 point Calibri font for all text, titles, subheadings (if any).
- Double space.
- Indent paragraphs.
- For Feature article up to 5, and for In Practice up to 3, figures, photographs, charts, tables may be included (with legends) at the end of the document with indication of page for insertion.
- References (only when necessary and appropriate).
  - Integrate citations into the text (do not use APA format): *In a recent article in ....., authors describe...."*
  - List references at the end (use APA format).
- Permission
  - **Always** clearly present as a quotation, take in context, give full credit, and do not use as epigraph without permission.
  - **Permissions not required:** published before 1906, from federal govt., any quotation <300 words or <1-2% of the work.
  - **Permission required:**
    - **Nonfiction** - table, checklist, full list, quotations >300 words or >1-2% total.
    - **Fiction** – any length quote, paraphrase of >300 including similar wording or sequence of ideas, any length quotation from speeches, position papers, corporate in-house documents, mission statements, questionnaires or unpublished dissertations, personal letters and documents.

#### V. Submission Process

- Contact the INNOVATOR editorial team ([national.psm.association@gmail.com](mailto:national.psm.association@gmail.com)) for feedback in advance of, or during, writing articles if you would like guidance.
- Submit your article as a word document electronically to above address at least 6 weeks in advance of the publication date; earlier is preferable.

#### VI. Criteria for review and conditions for acceptance

- Each submission will have a minimum of 2 reviews (more if consensus is not reached).
- The Editorial Team will reach decisions based on the reviewers' evaluation sheet and comments, and communicate these to the author(s). The Editorial Team may modify title and text for clarity or brevity.
- Authors will receive a summary copy of the reviewers' evaluations.
- Authors retain copyright, and certify that the submission is original, does not infringe any copyright, and has not been published elsewhere. Citation to the INNOVATOR is expected, and the NPSMA reserves the right to promote and reprint articles for its purposes.

\* Philosophy and some details have been adapted from the *About Campus* guidelines.

## NPSMA INNOVATOR INDIVIDUAL REVIEWER EVALUTION SHEET

Article/Author:

Return to [national.psm.association@gmail.com](mailto:national.psm.association@gmail.com)

**I. Rate Featured and In Practice submissions on a scale of 1 (excellent), 2 (acceptable) or 3 (unacceptable) for each of the following;:**

1. \_\_\_ Original and timely.
2. \_\_\_ Relevance to the broad PSM community.
3. \_\_\_ Clearly stated and maintained focus.
4. \_\_\_ Includes appropriate amount of lucidly presented new data or descriptive information.
5. \_\_\_ Conclusions/recommendations supported by research/evidence and do not over-reach.
6. \_\_\_ Written in clear, personal and inclusive language

**Rate Opinion submissions on the same scale for each of the following:**

1. \_\_\_ Addresses as single issue of broad interest to the PSM community.
2. \_\_\_ Draws on experience or evidence.
3. \_\_\_ Offers ideas for improvement or a call to action.
4. \_\_\_ Well-written.

**II. Check your overall recommendation:**

\_\_\_ Accept    \_\_\_ Revise    \_\_\_ Reject

**III. Comments (use additional pages as necessary):**

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 Permission to reveal name if requested by author: \_\_\_ Yes    \_\_\_ No

Reviewer Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NPSMA INNOVATOR REVIEW SUMMARY REPORT TO AUTHOR****Article/Author:**Return to [national.psm.association@gmail.com](mailto:national.psm.association@gmail.com)

**I. Ratings for Feature and In Practice submissions on a scale of 1 (excellent), 2 (acceptable) or 3 (unacceptable) for each of the following:**

	Review #1	Review #2	Review #3	Review #4
<b>1. Original and timely</b>				
<b>2. Relevance to community</b>				
<b>3. Clearly stated and focused</b>				
<b>4. New data/information</b>				
<b>5. Conclusions/recommendations</b>				
<b>6. Well-written</b>				

**Ratings for Opinion submissions on the same scale for each of the following:**

	Review #1	Review #2	Review #3	Review #4
<b>1. Single topic/broad interest</b>				
<b>2. Experience or evidence based</b>				
<b>3. Offers improvements/action</b>				
<b>4. Well-written</b>				

**II. Overall recommendation:**

	Review #1	Review #2	Review #3	Review #4
<b>ACCEPT</b>				
<b>REVISE</b>				
<b>REJECT</b>				

**III. Editor's Recommendation:**

**IV. Comments (use additional pages as necessary):**