



Call for Articles

Basic Submission Guidelines

Research Papers & Review Articles

Basic Article Requirements

- Articles/Papers should be written using original thought and/or analysis of the subject should be presented in the paper in order to be published.
- The article may be edited to improve clarity and grammatical accuracy.
- References are required and a minimum of 5 references is recommended.
- Articles should be within 5000 words, but longer papers will be evaluated on an individual basis. Articles should be written in a precise and compact manner.
- When including figures and tables, they should be properly aligned within the content of the word file.
- Images that are used in the article must be either owned by the author, or must have prior permission from the original author.
- Your article should be submitted using an editable electronic file. Articles must be submitted with an abstract, biographies (when needed), and captions with tables and figures. A Microsoft Word Document is preferred.

Requirements for Original Work. Any article submitted for publication in *The Nontrad Journal* should be original work submitted exclusively to the journal. If the article has been previously published or submitted elsewhere, the author needs to make mention of it.

The Review Process. The Association for Non-Traditional Students in Higher Education (ANTSHE) uses a peer-review process where the authors know the names of the reviewers of their article and the reviewers know the names of the authors. ANTSHE uses between 5 and 6 reviewers with expertise in various fields in higher education. Articles are submitted to a minimum of two reviewers.

Article Format and Templates

- Times New Roman, 12pt, 1.5 line spacing should be used for the main text.
- Times New Roman, 11pt, single spacing, left aligned for notes
- Double quotation marks should be used for quotations and single marks should be used for quotations within quotations.
- Quotations should be indented if more than four lines long, without quotation marks.
- Always provide page numbers for quotations when using quotations from other publications.

Deadlines for Submission

Articles will be reviewed within a two week period and a response will be sent to the author in this timeframe. Articles that merit publication will be published in the forthcoming issue.

Article Copyright

The article must be an original work and the author must be the owner of the copyright. The article must be formally withdrawn in writing before it can be submitted to another journal. The article must have been previously published. Papers submitted that were published or presented in conference(s) may be submitted for publication. Please mention the conference in which the paper was presented or submitted as well as any publication(s) that the paper was published as a part of such conference(s). Non-compliance with any of the conditions mentioned above may result in having the article rejected from publication.

References:

References should be included with all articles and should be in alphabetical order, and sorted chronologically if necessary. References should be in either APA or MLA format.

APA examples:

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

Single Author

Last name first, followed by author initials.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

Organization as Author

American Psychological Association. (2003).

Unknown Author

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.

NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).

Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).

Berndt, T. J. (1981).

Berndt, T. J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.

Information provided by <https://owl.english.purdue.edu/owl/resource/560/6/>

Examples of MLA format

This handout provides an example of a Works Cited page in MLA 2009 format.

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." Environmental Defense Fund. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

GlobalWarming.org. Cooler Heads Coalition, 2007. Web. 24 May 2009.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York: Springer, 2005. Print.

Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review* 96.2 (2006): 31-34. Print.

---. "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. Science Online. Web. 24 May 2009.

Shulte, Bret. "Putting a Price on Pollution." *Usnews.com*. US News & World Rept., 6 May 2007. Web. 24 May 2009.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.

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A sample APA formatted Article is provided on our Call for Articles webpage.