

ICBCHE JOURNAL **MANUSCRIPT AND SUBMISSION GUIDELINES**

The *ICBCHE Journal* is a peer-reviewed journal published by the Illinois Committee on Black Concerns in Higher Education (ICBCHE). The *ICBCHE Journal* promotes critical analysis among scholars and policymakers on issues affecting African American faculty, staff and students in higher education, particularly within the state of Illinois. The mission of the *ICBCHE Journal* is to provide an outlet for research and scholarship on issues pertinent to Blacks in higher education.

The overall goal of the ICBCHE is the enhancement of educational and employment opportunities for Black people in Illinois. Articles should address problems and their possible resolutions. Relevant topics include, but are not limited to the following (other related topics are welcome):

- Information about the role and status of Black people in all aspects of Illinois Education.
- The retention of Black faculty, staff, and students in the education system.
- Improvement of the climate for Black faculty, staff, and students on predominantly white campuses.
- Evaluation of strategies for change.
- How institutions are monitored and evaluated.
- System-wide efforts that have been applied to accomplish goals and assess their effectiveness.
- Programs that have been implemented for educational training and the development of strategies to enhance the status of Black people in education.
- Current teacher education programs.
- Recent legislative activities.

Both qualitative and quantitative manuscripts relating to current original research, replicated studies, research reviews, and theoretical pieces will be considered.

Manuscript Guidelines

The *ICBCHE Journal* follows the guidelines highlighted in the most recent edition of the *Publication Manual of the American Psychological Association (APA)*. The *ICBCHE Journal* reserves the right to return manuscripts if they do not conform to APA guidelines.

Cover Letter

Attach a cover letter which includes the title of the manuscript and contact information (i.e., professional title, university affiliation, mailing address, telephone, and e-mail address) of all the contributors. A primary contact person should be indicated if there are multiple authors.

Abstract

Include the title of the manuscript on the first page of your article before an abstract of 120 words or less. The rest of the manuscript will follow on subsequent pages. Please note the

abstract is a summary of your article, including key details and conclusions. For additional information, see the *Publication Manual of the American Psychological Association*.

Length

Manuscripts should be at least 2,500 words but not more than 5,000 words (approximately 10-20 typed, double-space pages with one-inch margins) excluding references, tables, figures, and appendices.

Formatting

Margins on all sides should be one inch. Manuscripts should use 12 point, Times New Roman font. Double-space the entire document, including quotations, abstract, and references. Each page should be numbered consecutively. The usage of footnotes should be minimal.

Indent the first line of every paragraph using the tab key, which should be set at 5 spaces or ½ inch.

The author(s) should NOT place their names or institutional affiliations within the manuscript and should obscure identifiable citations.

Sources/References

All sources cited in the text must be listed in the reference section; conversely, all sources cited in the references must appear in the text. Utilize the current *Publication Manual of the American Psychological Association* format for references. Authors are responsible for the accuracy of references, quoted passages, tables, and figures.

Headings

Use headings to outline the structure of your manuscript. Avoid putting more than one heading in a row. Make headings brief but compelling rather than simple (i.e., instead of “Review of the Literature” you might use “Conflict in Ideology” if applicable).

Reprinted Information

If reprinted information or tables from a source are used, the correct permissions must be secured. Usually this will mean requesting permission from the author or publisher through a letter of permission to reprint. The source information is included in the Notes (refer to the *Publication Manual of the American Psychological Association*). The original copy of the permission letter must be received with the manuscript submission.

Tables/Figures

Include only essential data in tables and figures. Indicate in the narrative of the manuscript, on a separate line and in square brackets, where to place the table or figure. Final placement is at the discretion of the layout editor. Each table/figure should be generated as a high resolution (600 dpi), black and white (no color) graphic image suitable for publication and saved in a standard format, such as .jpg (jpeg). All text in a figure/table should be at least 9 point font.

Submission and Review Process

Submission

Manuscripts must conform to the Manuscript Submission Guidelines and be submitted as email attachments in Microsoft Word format to: icbchejournal@gmail.com. An email message confirming receipt of submitted articles will be sent to the primary author. Authors must not submit the manuscript of any article that is still under consideration by another publisher nor any article that has been previously published.

Review

The *ICBCHE Journal* is a refereed publication and manuscripts are evaluated through a blind review system by members of the editorial board. All manuscripts approved for publication become the property of ICBCHE. The Co-Editors for the Journal reserve the right to edit or revise accepted articles to meet the standards of the *ICBCHE Journal*.

Manuscripts should reflect logical, concise, and creative thinking. Each manuscript is evaluated based on form and content. Form includes writing style and readability, logical development, length, and relation of author's objectives to those appropriate for the genre. Content includes originality of topic or approach, significance of the subject, and significance to the readers. The manuscripts published in the *ICBCHE Journal* are selected by the editors in consultation with the reviewers.

Manuscript guidelines are strictly observed; failure to abide to by the guidelines may result in your manuscript being returned unread.

Contributor Copy

Upon publication, each author will receive a copy of the *ICBCHE Journal* in which their article appears. Additional copies of the Journal can be purchased for a nominal fee.

Editorial Correspondence

Direct all manuscript submissions, queries, and inquires to: icbchejournal@gmail.com.