



COMMUNITY COLLEGE JOURNAL

OF RESEARCH AND PRACTICE

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CCJRP Exchange Section Author Instructions

Aims and Scope

The only two-year college journal that is international in scope and purpose, *Community College Journal of Research and Practice* is published twelve times per volume year. The journal is a multidisciplinary forum for researchers and practitioners in higher education and the behavioral and social sciences. It promotes an increased awareness of community college issues by providing an exchange of ideas, research, and empirically tested educational innovations.

In 2012, a new section named **The Exchange** began with a focus on featuring **thought provoking and scholarly short-length manuscripts** with a focus on research and practical applications. These articles should be succinct, but also able to meet the test of external peer review. The short articles in the **Exchange** section present practical and thought provoking scholarship and research that serves as a catalyst for conversation and advances knowledge and understanding in the field of community college education.

Submission of Exchange Manuscripts to the CCJRP

All manuscripts must be submitted electronically in MS Word, not PDF or WordPerfect. Figures, tables, references, and writing must conform to the specifications described in the latest version of the *Publication Manual of the American Psychological Association* (currently the 6th edition, 2009). All parts of the manuscript must be typewritten in 12-point, Times New Roman font, double-spaced, with one inch margins on all sides. Manuscripts should be consecutively numbered throughout the paper on the upper right hand corner with a running header (shorter title) on the upper left hand corner. Manuscripts should include the name, title, departmental and institutional affiliation, mailing address, email address, and phone number of the person to contact for additional information on the title page. Any manuscripts that do not adhere to these style requirements will be returned for revision.

For an example of an Exchange manuscript or for additional information, contact Dr. Cynthia Wilson, Exchange Section Editor at Wilson@League.Org or Dr. Deborah L. Floyd, Editor-in-Chief at CCJRP@Fau.Edu.

Exchange manuscripts should be submitted to <http://mc.manuscriptcentral.com/ucjc> and clearly identified as submissions for this section. The recommended content and format for submissions follows.

Content of Exchange Manuscripts

Exchange articles are short and succinct, presenting practical and thought provoking scholarship and research that serves as a catalyst for conversation and advances knowledge and understanding in the field of community college education. Exchange manuscripts are limited to **five pages total**, not including the title page, abstract, references and author information.

Authors are encouraged to follow this suggested order for content and to use headings for sections.

1) Title Page

The title page should be submitted separately and include the following:

- Manuscript Title
- Corresponding author name, department, institution, and contact information
- All other author names, departments, institutions, and contact information
- A statement that the manuscript has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere
- Date Submitted to the Editor-in-Chief or Exchange Section Editor
- Author contact information in a specific statement as follows:
Note: For additional information and the complete research report contact: Name, Title, Institutional address, email address, telephone number (XXX) XXX-XXXX, and URL if appropriate

2) Abstract

An abstract, summarizing the article, should be submitted on a separate page. The manuscript title should be at the top of the abstract page. Abstracts for Exchange articles should be no longer than 150 words in length.

3) Body of Paper

The body of the article should be submitted as a separate document and requires an introductory header.

4) Description of the research or project

The research or project should be described succinctly. Headings and references are encouraged where appropriate.

5) Implications for community college practice, policy, and/or research

All manuscripts should include a section about the implications for community college practice, policy, and/or research. Bullets are often used to succinctly present implications.

6) References

If references are cited in the paper, they should be included at the end on a separate page and conform to the current APA guidelines for citations.

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Tables and Figures

Tables and figures should not be embedded in the text, but should be included as separate and clearly labeled files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be double-spaced. All original figures should be clearly marked with the number, author's name, and top edge indicated. Most Exchange articles do not include tables or figures.

Illustrations and Color Reproduction

If the Exchange manuscript includes illustrations and/or color reproduction, please refer to the CCJRP web site for information about requirements and costs.

Reprints

Reprints of an individual article may be ordered from Rightslink. A link to the ordering form is included at the proofs stage.

Complimentary Policy

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