

Guidelines for the *Metropolitan Universities Journal*

Please use these guidelines to assure that your article will be represented accurately and the quality of the journal and the efficiency of production will be maintained.

Article Preparation

- Your articles should be submitted in Microsoft Word only, please.
- Your headlines, subheads, and text should be submitted in upper and lower case.
- Your article should be submitted in 11-point font size.
- Bold only headlines and subheads.
- Do not use italics. Editor will convert text and placement of any needed formatting.
- Headlines should be lower and upper case.
- Use only the Times font.
- Single-space your text and do not indent paragraphs. Double-space between paragraphs. Total length of your article should be no more than 25 pages as indicated by Microsoft Word and no less than 15 pages as indicated by Microsoft Word. Using Word software, it is very easy to track the required length of the author's article. The software keeps track of the total words used in the document. We like to see 6,000 to 7,000 words (that includes references and author information). On average, a one page text Word document is 500 words. Most of our journal articles average 16 - 18 pages once converted to journal format. In Word, this generally means about 12 pages of text or about 6,400 words. The Word tracking is located at the bottom and is to the right of the number of pages.
- Charts and graphs should be imported by author and included in Microsoft Word.
- Charts and graphs should be black and white with no color added.
- Only the names of the authors of the article should appear after the headline and before the abstract.
- An abstract of no more than 75 words should appear *after* the names of the authors and *before* the body of the text of the article.
- Information about every author should appear at the end of the article.
- Each author should include a short biography of no more than two sentences. This information should appear in the "Author Information" section.
- Use one space after a period instead of two.
- Author information should include an area code with telephone number and a complete address with city, state and zip code.
- Website addresses should be complete.
- Presentation of these should follow this format example:
E-mail: hbennett@iupui.edu
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- Authors and Guest Editors must send all manuscripts to the Executive Editor.
- No author revisions can be made on articles after the Managing Editor accepts files from the Executive Editor.
- Authors will *receive* one courtesy copy of the journal that features their article and an introductory subscription offer to the Journal.
- Our staff is anxious to work with you. Please call if you have questions. We appreciate your cooperation and your partnership with the Journal.

Submit all articles and ideas to the Executive Editor, Barbara H. Holland by e-mailing at barbarah@etr.org.

- Submit all design and format ideas to the Managing Editor, Harriett Bennett by calling 317-274-5036 or e-mailing at hbennett@iupui.edu.
- Once your article has been published in the *Metropolitan Universities Journal*, it becomes the property of the journal. In order to reproduce copies of any or all parts of the journal, a consent from the copyright's owner must be received in writing.

Editorial Guidelines

Books

Author name – last, initials, *name of book in italics* (city: publisher, date). If there are two or more authors, beginning with the second author, the individual name order is reversed and the author's first and middle initials are placed before the last name. If the book is edited the "ed." notation will be placed after the author(s)'s name(s) followed by the standard notation for a book. If the book is part of a series, the series name should be noted in parentheses immediately after the name of the book, followed by a comma, followed by the standard notation for a book. Please note that the ampersand "&" is not to be used when citing several authors, but is acceptable if it is part of the official name of a publishing company.

Shaw, S. C., and M. A. Taylor, *Reinventing Fundraising: Realizing the Potential of Women's Philanthropy* (San Francisco: Jossey-Bass, 1995).

McCarthy, K. D., ed., *Lady Bountiful Revisited: Women, Philanthropy and Power* (NJ: Rutgers University Press, 1990).

Banta, T. W., ed., *Implementing outcomes Assessment: Promise and Perils* (New Directions for Institutional Research Series, no. 59), (San Francisco: Jossey-Bass, 1998).

Articles in Journals

Author name – last, initials, "name of article," *name of journal and vol. # in italics* (issue and year): page numbers. As with books, if there is more than one author, the individual name order is reversed, with first and middle initials placed before the last name. If the article comes from an electronic journal there may not be page numbers to cite; please note "(electronic journal)." and give electronic address if possible after the standard citation for journal articles.

Sands, R. G., "Gender and the Perception of Diversity and Intimidation among University Students," *Sex Roles* 39 (1998): 801-815.

- if issue number given – (3, 1998)
- if issue month/period given – (Fall 1998) or (December 1998)

Haney, W., C. Fowler, A. Wheelock, D. Bebell, and N. Malec, "Less Truth than Error?: An Independent Study of the Massachusetts Teacher Tests," *Education Policy analysis Archives* 7 (4, 1999) (electronic journal).

Articles in Newspapers/Magazines

Author(s) name if given –last, initials, "name of article," *name of paper in italics*, date - day month year – page number, edition.

Author(s) name – last, initials, "name of article," *name of magazine in italics*, date – day month year – page number(s).

Ramirez, A., "Computer Groups Plan Standards," *New York Times*, 14 December 1993, D5, late edition.

Stevens, M., "Low and Behold," *New Republic*, 24 December 1990, 28.

Unpublished Reports

Author, "title," (type of report, place of depository/reporting organization, date). As with other types of citations, individual name order is reversed if there is more than one author, beginning with the name of the second author.

Taylor, R. K., "Characteristics of 200 Board Members of Private Social Agencies in Indianapolis, 1930-1940," (M.A. Thesis, Indiana University, 1941).

Chapter/Selection in Edited Books

Author, "article" in initials – last name of editor(s), ed(s)., *title of book* (city: publisher, date): pages. As with other types of citations, individual name order is reversed if there is more than one author, beginning with the name of the second author.

Holland, B., "From Murky to Meaningful: The Role of Mission in Institutional Change" in R. G. Bringle, R. Games, and E. A. Mallory, eds., *Colleges and Universities as Citizens* (Boston: Allen & Bacon, 1999): 48-73.

Conference Papers

Unpublished: A conference paper is unpublished if it is not part of a compiled book that is published either by a publishing company or microfilmed by ERIC.

Author – last name, first and middle initials, "title of presentation." Type of presentation, name of conference, city, state, dates.

Augustine, C., J. Cole, and M. Peterson, "State Policy and Institutional Activities: A Case Study on Student Assessment." Paper presented at the Annual Conference of the Association for the Study of Higher Education, Miami, Florida, November 5-8, 1998.

Published: Long-standing conferences, such as the National Conference on Social Work, often publish the major presentations at their conferences. When citing these works, use the same style of notation for chapters/selections in edited books.

ERIC Documents

Author name – last, initials., *name of report in italics* (city: report issuer/original publisher, date). ERIC Document No. ##.

Jones, V., Report on the Use of the COMP Objective Teas and Activity Inventory to Assess Nazareth College General Evaluation Outcomes (Kalamazoo, MI: Nazareth College, 1982). Eric Document No. ED 219 025.