

NPSMA THE INNOVATOR – 2019 Guidelines for Authors

Submissions Due Date of July 1, 2019

I. Considerations for content and style

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.

Feature Article	Up to 5,000 words, up to 5 illustrations	In-depth and original consideration of a timely topic that includes results of new research and perspectives
In Practice Article	Up to 2,500 words, up to 3 illustrations	Shorter profiles of innovative practices
Opinion Article	< 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

III. Article Elements: These need not be specific sections but must be included.

Title	Short, to the point, compelling
Lead & “Hook”	Capture attention and curiosity of the reader (make use of questions, quotations, anecdotes statistics or facts)
Introduction	A roadmap: what is the key idea? What valuable lessons or insights will help the reader?
Data-driven text	New observations and supporting data. Maintain the arc of the article and connect the arguments by strong transitions.
Conclusions	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 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. Indicate in the body of the text where the illustration should be inserted.
- 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) for feedback in advance of, or during, writing articles if you would like guidance. Use subject line INNOVATOR.
- Submit your article as a word document electronically to both the Managing Editor (Jeannie Houts, national.psm.association@gmail.com) and the INNOVATOR Editor (Mark Jakubauskas, jakubaus@ku.edu) by July 1, 2019. Earlier is preferable, and manuscripts will be reviewed as received.
- 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.

NPSMA INNOVATOR REVIEWER EVALUTION SHEET

Return to national.psm.association@gmail.com

I. Rate manuscripts 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

II. Check your recommendation:

Accept Revise Reject

III. Comments (use additional pages as necessary):

 Permission to include name on author's copy of review: Yes No

Reviewer Name _____

Signature _____ Date _____