



Author Guidelines

The Journal of Quality and Participation: “Quality Approaches in Higher Education” Supplement

The Journal for Quality and Participation: “Quality Approaches in Higher Education” Supplement is peer reviewed and published online by the Education Division of the American Society for Quality (ASQ). This new supplement will commence publication in January 2010, and manuscripts are now being solicited for consideration. The supplement is designed to expand the body of knowledge related to improving quality and identifying best practices in higher education—particularly articles associated with academic administration, student services, and business affairs.

We will publish articles that have not been published previously and are currently not under consideration for publication elsewhere. If an author has a previously published article that he/she believes is worth considering for publication after revision, he/she should include that information in the cover letter that accompanies the submission. A letter from the original publisher granting permission to reprint the article also must accompany the article submission.

General Information

Articles in the *“Quality Approaches in Higher Education” Supplement* generally should contain between 2,500 and 3,000 words and can include up to four charts, tables, diagrams, or other illustrations. Photos also are welcome, but they must be high resolution and in the format described later in the “Helpful Hints” section.

The following types of articles fit the purview of the *“Quality Approaches in Higher Education” Supplement*:

- Case studies on how to improve quality in a college or university setting.
- Conceptual articles discussing theories, models, and/or best practices related to quality in colleges and universities.
- Research articles reporting on survey findings such as a national survey on students’ attitudes toward confidence, success in college, social networking, student engagement, access and affordability, etc.
- Case studies or conceptual articles providing institutional perspectives on process development and maintenance methodology at colleges or universities.
- Case studies or conceptual articles addressing issues such as the role of faculty and administrators in quality systems.
- Case studies, research studies, or conceptual articles focusing on accreditation issues.
- Case studies demonstrating best practices using the Baldrige Education Criteria, including experience and recommendations for successful implementation.
- Case studies, research studies, or conceptual articles on scholarship of teaching, enhancing student learning, learning outcomes, learning outcomes assessment, student retention, best practices for using technology in the college classroom, etc.

Manuscript Review Process

We log all article submissions into a database and delete all references to the author. These “blinded” versions then go to the editorial review team for comments and recommendations. Two or three reviewers evaluate each article in this blind review. There are three possible outcomes of this review:

- *Accept with standard editorial revisions.* In this case, the content of the article is accepted without requiring any changes by the author. As always, however, we reserve the right to edit the article for style.

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- *Accept with author revisions.* Articles in this category are suitable for publication but first require changes by the author, including editing them to fit our length requirements. We provide specific feedback from our reviewers to guide the revision process. We also assign a tentative publication date, assuming the author will submit the revised article by the deadline.
- *Decline to publish.* Occasionally authors submit articles that do not fit our editorial scope or reader guidelines. In these situations, we may provide the author with suggestions for modifying the article to make it more appropriate to our publication, but we do not assign a tentative publication date.

Please note that after articles are edited for publication, we return them to authors to approve their technical content. A response is required within 48 hours or the article may be held over for a subsequent issue.

Articles that appear to be advertising or don't fit the general topics addressed by *The Journal for Quality and Participation* may be rejected without receiving peer reviews.

Helpful Hints

Our reviewers and readers usually view articles that include reference to an author's proprietary products or methods as advertising. Although we encourage authors to share their personally developed theories and application approaches, we ask that they refrain from using our publication as a marketing tool. Please take great care when including information of this nature in your article.

If the article cites cost savings, cost avoidance, or cost-benefit ratios, or provides the results of statistical evaluations, include an explanation of the method of calculation, along with any underlying assumptions and/or analysis considerations.

When submitting an article that includes survey data, include the complete survey instrument. We may make the entire survey available.

Our staff does not have the means to compile references or verify usage permissions. Therefore, it is important for you to provide all that information with your article, including written letters of authorization when appropriate. Plagiarism is a rapidly growing crime—particularly due to the use of information from the Internet. Please help yourself, and us, to maintain professional integrity by investing the time necessary to verify your sources and to obtain and document all necessary permissions. Information on our requirements for documenting references, along with specific examples, is included at the end of these guidelines.

Submission Format

1. We accept only electronic submissions in Microsoft® Word® format. Send electronic copies of articles to debhopen@nventure.com with a subject of “Quality Approaches in Higher Education” Supplement. Also, please include an abstract of 150 words or less for each article. Include all of your contact information in a cover letter or your e-mail message. Failure to meet this requirement may result in the immediate return of your submission.
2. Tables should be included at the end of the article and must be in Microsoft Word. Each table must be referenced in the article and labeled, such as “Table 1: Team Members’ Project Roles.” Do *not* embed .jpg, .tif, .gif, or tables in other similar formats in your article.
3. Drawings and other illustrations should be sent in separate Microsoft® PowerPoint® or Microsoft Word files; each item should be included in a separate file. All drawings and other illustrations must be referenced in the article, and must be labeled, such as “Figure 1: Pareto Analysis of Key Cost Drivers.” Do *not* embed drawings and other illustrations in the article. Please do *not* use other software to generate your drawings or illustrations. Also, please do *not* embed .jpg, .tif, .gif, or drawings or illustrations in other similar formats in your article.

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4. We can use photos with our articles if they enhance the article's content. If you choose to submit a photo with your article, it must be a high-resolution .jpg or .tif (at least 300 dpi and at least 4" by 6" in size). We cannot enlarge photos and maintain the required resolution. Photos should be sent in separate files and referenced in the article, which should include a complete caption with a left-to-right listing of people in the photo, when applicable. Do *not* include any text with the photo file.
5. Also submit a separate high-resolution electronic photo (at least 300 dpi) for each author. Author photos should be at least 1" by 2".
6. Please include a 75- to 100-word biography for each author or submit our standardized author-information form. Author-developed biographies must mention the author's place of employment, including a telephone number, Web site and/or e-mail address. We encourage authors who have published books within the past five years to include the names of one or two books. We do not have space to mention articles, speech titles, etc.

Copyright Transfer

Prior to publication, authors must sign a form affirming their work is original and is not an infringement of an existing copyright. Additionally, we ask authors to transfer copyright to ASQ. The copyright transfer allows the author to reproduce his/her article in specific ways, provided the author requests permission from ASQ and credits the copyright to ASQ. The transfer also allows ASQ to reproduce the work in other publications, on its Web site, etc.

If authors use materials from other works in their articles (other than standard references), they must obtain written permission from the copyright owner (usually the publisher) to reprint each item of borrowed material. This includes any illustrations, tables, or substantial extracts (direct quotations) outside the realm of fair use. Submit these permission letters with the article. Articles cannot be published in *JQP* until copies of all permission letters are received.

References

One of the most common errors we've observed with submitted articles is improper referencing. Two problems occur most frequently: information included without proper attribution in the references and formatting that does not meet our style requirements. The information in this section is intended to ensure your references adhere to our standards.

The Journal for Quality and Participation uses its own reference style. All references should be numbered in the body of the text and a matching number should appear in the references section at the end of the article. Please do not use Microsoft Word endnotes or footnotes; we are unable to work with them and will return articles automatically for revision (without peer review) if these are present.

Examples

TYPE: *Book, one author:*

Jim Collins, *Good to Great*, Harper Collins, 2001, pp. 27-28.

TYPE: *Book, two authors:*

T.M. Kubiak and Donald W. Benbow, *The Certified Six Sigma Black Belt Handbook, 2nd ed.*, ASQ Quality Press, 2009, pp. 69-70.

TYPE: *Magazine/journal article, one author:*

Thomas Stewart, "Growth as a Process," *Harvard Business Review*, June 2006, p. 62.

TYPE: *Magazine/journal article, two authors:*

Mark C. Lee and John F. Newcomb, "Applying the Kano Methodology to Meet Customer Requirements: NASA's Microgravity Science Program," *Quality Management Journal*, April 1997, pp. 95-106.

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TYPE: *Magazine/journal article, no month or year given, only volume and number:*

B. Radin, “The Government Performance and Results Act (GPRA): Hydra-Headed Monster or Flexible Management Tool?” *Public Administration Review*, Vol. 58, No. 4, pp. 307-316.

TYPE: *Web site articles:*

Joanne Petrini, “Social Responsibility and Sustainable Development—Interdependent Concepts,” www.ecolog.com/gartnerlee.news/3_article.htm.

TYPE: *Conference proceedings:*

Tito Conti, “Quality and Value: Convergence of Quality Management and Systems Thinking,” *ASQ World Conference on Quality and Improvement Proceedings*, Seattle, WA, May 2005, pp. 149-161.

Tips

- Watch your punctuation; we use commas to separate segments of the reference information, not periods.
- Author’s names always appear with the first name followed by the last name.
- Italicize the names of books, magazines, newsletters, and journals.
- Use double quotation marks around the names of magazine, newsletter, and journal articles and conference proceedings’ titles. Remember that punctuation marks fall inside the quotation marks in almost every case.
- It’s not necessary to include the city with the publisher’s name.
- When inserting the reference numbers in the body of the text and in front of the reference information in the list at the end of the article, use the “superscript” function in Microsoft Word.
- Do not include a period behind the reference number or a space before or after the reference number, as shown below:

Correct: Text in body of the article¹

Correct: ¹Reference information

Incorrect: Text in body of the article¹.

Incorrect: ¹Reference information

Incorrect: Text in body of the article ¹

Incorrect: ¹. Reference information