



NATIONAL RESOURCE CENTER

FIRST-YEAR EXPERIENCE® AND STUDENTS IN TRANSITION
UNIVERSITY OF SOUTH CAROLINA

Research Reports on College Transitions Submission Guidelines

Series Overview

The National Resource Center publishes reports of original research of national significance that require more expansive treatment than the typical journal article. These publications may contain the report of a single, large-scale study or may offer a collection of smaller research reports on a similar topic or research question (e.g., institutional research reports on outcomes related to first-year seminars). In addition to a presentation of research findings, these publications typically contain a review of the literature, which situates the current study in the context of the existing literature and research and a discussion of the implications of the results on student learning, success, and institutional practice.

Suggested Topics

We welcome proposals for research reports that touch on a wide range of topics related to students' transitions into, through, and out of college. The list below offers suggested topics but is not exclusive of other topics.

- Student transitions
 - Transition from high school to college and first college year
 - Transition in the middle years (e.g., sophomore and junior years)
 - Transition out of college
 - Transfer transition
 - Transition to graduate school
- Academic, social, and personal experiences of special student populations
 - Adult learners
 - Students of color
 - Veterans
 - Students with disabilities
- Gay, lesbian, bisexual, and transgender students
- Impact of the educational environment on students' success, learning, and development with respect to
 - Curricular structures (e.g., seminars for first-year students, sophomores, seniors; learning communities; service-learning; Supplemental Instruction)
 - Cocurricular structures (e.g., orientation, residential learning initiatives, campus activities, leadership development)

- Academic support and personal development (e.g., academic advising, career development, information literacy)
- Pedagogy
- Technology
- Faculty and staff development
- Impact of interpersonal supports
 - Peers
 - Parents and family members
 - Academic advisors

Report Structure and Length (Single Study)

Completed manuscripts for the Research Reports series should be 25,000 to 35,000 words (between 100 to 150 double-spaced manuscript pages) exclusive of references, tables, figures, and any additional supplementary materials. The typical Research Report will include the following, divided into 3 to 5 sections or chapters:

- An executive summary, which should offer a brief overview of the study and highlight the most significant findings.
- A literature review, which offers a well-organized and synthesized discussion of the existing literature and research. While the literature review may highlight important early studies or briefly outline the evolution of the literature, it should focus on current work (i.e., published within the last 10 years) whenever possible. The discussion of the literature should lead clearly to the rationale or purpose for the current study and the research question or questions that it addresses.
- A description of study, providing some discussion of the population or phenomenon under study, sampling procedures, and methods of data collection and analysis. Detailed methodological discussions should be reserved for an appendix.
- A presentation of the findings including the use of relevant data displays and discussion of the possible meaning or relevance of the findings.
- A discussion of implications for practice and future research
- Appendices may include detailed methodological discussions, survey instruments, and interview protocols as appropriate.

Report Structure and Length (Collection of Studies)

Manuscripts collecting a series of smaller research reports on a similar topic or research question should not exceed 50,000 words (approximately 200 double-spaced manuscript pages) exclusive of references, tables, figures, and any additional supplementary materials. Each collection will open with an introduction, which may offer a brief literature review, a description of the larger topic or research question addressed by the cases, and a discussion of common themes emerging from the research studies collected in the volume. The introduction will be followed by 15 to 25 research reports. The *Exploring the Evidence* series of monographs published by the National Resource Center offers a model of this type of publication.

Editors for collections will be responsible for establishing selection criteria, soliciting proposals, and selecting cases for inclusion. Cases should be approximately the same length (a maximum of 2,500 words or 10 double-spaced manuscript pages each) and should follow the same format. Given the word limit, case authors should offer a limited discussion of the literature and

study methodology, reserving the bulk of the text for a presentation of the findings and a discussion of the implications.

Review Process

Proposals may be submitted at any time. Proposal review takes approximately three months. The National Resource Center requests that any work submitted for consideration not be submitted to another publisher while the proposals is being reviewed by the National Resource Center.

Acceptance

Upon acceptance of a proposal, the National Resource Center will enter into a publication agreement with the author(s)/editor(s). We do not provide royalties or honorarium for titles published in the Research Report series.

Copyright

Unless specifically designated by a grant or contract, the University of South Carolina holds the copyright for all publications produced by the National Resource Center, including those produced with federal funds.

Proposal Package

The proposal package for single studies varies slightly from that for collections of research studies. Please review the requirements carefully and submit the appropriate materials to the Assistant Director for Publications.

Single Study

- Manuscript Proposal (5-10 pages in length, single spaced)
 - Title of the manuscript
 - Abstract of the manuscript
 - Statement of problem/research questions
 - Brief literature review
 - Brief description of research methodology, including participants, sampling procedures, instruments or protocols used for data collection, methods of data analysis
 - Brief description of findings, including approximate number of tables and figures to be included
 - Brief discussion of significant implications for research and practice
 - Anticipated timeline, or date by which complete manuscript would be delivered to the National Resource Center
- Supporting Documents
 - Name; institutional affiliation; and résumé or vita, including publications list, of each author.
 - A comparable writing sample (e.g., a scholarly journal article, research report) is required for each author. Bibliographic information should be included for each writing sample.

Collection of Studies

- Manuscript Proposal (5-10 pages in length, single spaced)
 - Title of the manuscript
 - Abstract of the manuscript, describing larger topic or research question addressed by individual studies and common themes emerging from the studies
 - Overview of common format to be used for presentation of each study
 - List of possible contributions, including a brief description (100 to 150 words) for each
 - Anticipated timeline, or date by which complete manuscript would be delivered to the National Resource Center
- Supporting Documents
 - Name; institutional affiliation; and résumé or vita, including publications list, of each editor.
 - Writing Sample. At least one complete study of the proposed publication, following proposed format guidelines for the publication, is required.

Direct Submissions To:

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