Call for Articles
Basic Submission Guidelines

Basic Article Requirements

- Articles/Papers should be written using original thought and/or analysis of the subject should be presented in the paper in order to be published.
- The article may be edited to improve clarity and grammatical accuracy.
- References are required and a minimum of 5 references is recommended.
- Articles should be within 5000 words, but longer papers will be evaluated on an individual basis. Articles should be written in a precise and compact manner.
- When including figures and tables, they should be properly aligned within the content of the word file.
- Images that are used in the article must be either owned by the author, or must have prior permission from the original author.
- Your article should be submitted using an editable electronic file. Articles must be submitted with an abstract, biographies (when needed), and captions with tables and figures. A Microsoft Word Document is preferred.

Requirements for Original Work. Any article submitted for publication in The Nontrad Journal should be original work submitted exclusively to the journal. If the article has been previously published or submitted elsewhere, the author needs to make mention of it.

The Review Process. The Association for Non-Traditional Students in Higher Education (ANTSHE) uses a peer-review process where the authors know the names of the reviewers of their article and the reviewers know the names of the authors. ANTSHE uses between 5 and 6 reviewers with expertise in various fields in higher education. Articles are submitted to a minimum of two reviewers.

Article Format and Templates

- Times New Roman, 12pt, 1.5 line spacing should be used for the main text.
- Times New Roman, 11pt, single spacing, left aligned for notes
- Double quotation marks should be used for quotations and single marks should be used for quotations within quotations.
- Quotations should be indented if more than four lines long, without quotation marks.
- Always provide page numbers for quotations when using quotations from other publications.

Deadlines for Submission
Articles will be reviewed within a two week period and a response will be sent to the author in this timeframe. Articles that merit publication will be published in the forthcoming issue.

**Article Copyright**

The article must be an original work and the author must be the owner of the copyright. The article must be formally withdrawn in writing before it can be submitted to another journal. The article must have been previously published. Papers submitted that were published or presented in conference(s) may be submitted for publication. Please mention the conference in which the paper was presented or submitted as well as any publication(s) that the paper was published as a part of such conference(s). Non-compliance with any of the conditions mentioned above may result in having the article rejected from publication.

**References:**

References should be included with all articles and should be in alphabetical order, and sorted chronologically if necessary. References should be in either APA or MLA format.

**APA examples:**

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

**Single Author**

Last name first, followed by author initials.


**Two Authors**

List by their last names and initials. Use the ampersand instead of "and."


**Three to Seven Authors**

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.


**More Than Seven Authors**
List by last names and initials; commas separate author names. After the sixth author’s name, use an ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.


Organization as Author


Unknown Author


NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source’s title instead of an author’s name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster’s, 1993).

Two or More Works by the Same Author

Use the author’s name for all entries and list the entries by the year (earliest comes first).


When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.


References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.


Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."


Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.


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A sample APA formatted Article is provided on our Call for Articles webpage.