

## Guide for Writers

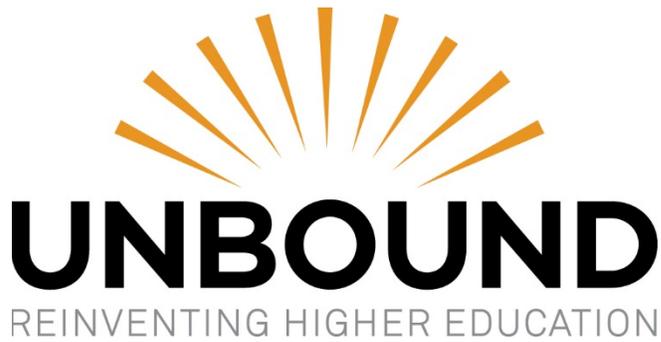
*Unbound: Reinventing Higher Education* is an online journal intended for all those who are interested in higher education issues, especially those that affect adult students. The name *Unbound* calls to mind the many innovations that are taking place in education across our country and our world, where technology is helping us break the bonds of space and time to make education accessible to a broad audience. As educators, we no longer have to think in terms of limits, whether those are drawn by campus boundaries, geographic location, or even conventional definitions of school and community. The possibilities for the future are boundless, and we hope to hear from those who are helping to lead the way.

As the tagline Reinventing Higher Education suggests, we are positioning this journal at the forefront of educational change. Our goal is to engage a broad audience of readers and contributors who are interested in important trends and innovations in education. In addition to professionals in higher education, audiences and contributors may include leaders of corporations and industries, communities, advocacy groups, nonprofits or government bodies—anyone who cares deeply about the future of education.

Some articles will be solicited from leaders in education, but we are also open to submissions from educators and others whose work relates to higher education. We first ask that those interested in contributing articles submit a proposal via our online portal at [Unbound Proposals](#).

Once an article idea has been approved by the *Unbound* Editorial Board, please keep the following guidelines in mind while preparing your article for publication.

The *Unbound* Editorial Board makes all decisions regarding publication. Not all proposals or submissions will be accepted, due to space issues and editorial judgments regarding what is most appropriate and timely for our audience. In some cases, writers may be advised to publish in another venue sponsored by UPCEA, or they may be given ideas for revision and resubmission.



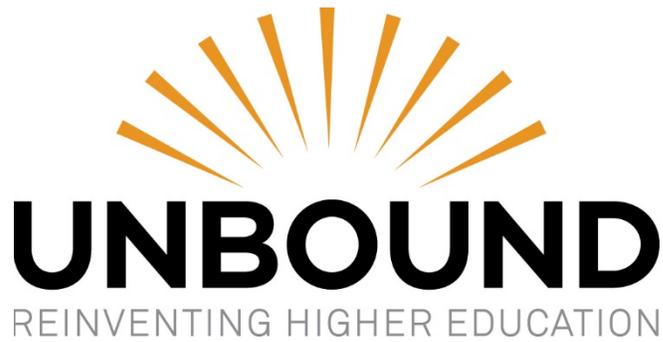
## Style and Content Recommendations

Length may vary according to the requirements of your subject, but short articles will typically be in the 1,000 word range, while longer, more detailed articles will be between 1,500 and 2,500 words. We encourage writers to adapt a conversational style, keeping a focus on how what you are describing may be relevant to educators elsewhere. While writers may report about how research may be applied to specific issues, *Unbound* is not primarily a research journal. We encourage writers to balance specific examples with interpretation and analysis of those examples that would be relevant to audiences from different backgrounds and different institutions. We are seeking original publications. As a matter of policy, we do not publish articles that have been previously published, and we ask contributors to not submit their articles to other publications. However, writers may draw upon content that has been previously made public, such as webinars, panel discussions, video presentations, and the like. We encourage writers to limit their headlines to 10 words or fewer.

## Manuscript Specifications

- Include a cover sheet with the title of your article, your name, your educational institution (if any), preferred daytime phone number, and email address. Include a word count on the cover sheet, representing the total number of words, including any charts, figures, and references.
- Double-space all copy and leave at least one-inch margins.
- Number all pages.

If your submission includes citations or a bibliography, we use the format recommended by the *Publication Manual of the American Psychological Association*. For an easy-to-use guide to that style, see this popular site: [OWL: Online Writing Lab, APA Style](#). Our general style guide is the [University of Chicago Style Manual Online](#). Our dictionary is [Merriam-Webster Collegiate Dictionary](#).



## **Manuscript Submission**

Your manuscript should be submitted via email as an attachment, preferably as a Microsoft Word document. Send to [unbound@upcea.edu](mailto:unbound@upcea.edu), with the subject line "Unbound Manuscript Submission" You will receive an email confirmation within a few days.

Your manuscript will be reviewed by a staff editor as well as members of the Editorial Advisory Board. If your article is accepted for publication, you may be asked to do some rewriting, in response to the review feedback. After the editing has been completed, the manuscript will be sent back to you via email. Please review the manuscript, answer any questions, and make any corrections necessary. Any of your edits should be done electronically via the Track Changes feature, so that we know what parts of the manuscript have been changed.

You will be sent an Agreement to Publish form along with the edited manuscript. The form will ask you to verify that the article has not been previously published elsewhere, whether in print or on the Internet. The form also gives UPCEA permission to use your article in *Unbound* or other publication formats. You will need to sign and date the form and return it as a PDF file to [unbound@upcea.edu](mailto:unbound@upcea.edu), with the subject line "UPCEA *Unbound* Permission to Publish."