

# *Metropolitan Universities*

Article Submission and Editorial Guidelines

Revised October 16, 2018



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## Article Submission Guidelines

*Metropolitan Universities* is the quarterly journal of the Coalition of Urban and Metropolitan Universities (CUMU). Most issues are organized around a theme to allow deep exploration of a topic of current importance to readers. The journal's readers are campus administrators (president to deans/directors), faculty and graduate students. Thematic issues may be organized by guest editors with expertise relating to the theme. Selection of authors may be made through an open call or by direct invitation. All abstracts and manuscripts (including invitational works) are peer-reviewed but are not blind-reviewed. The journal is indexed in ERIC and Education Research Complete. CUMU publishes the journal using Open Journal Systems (<https://pkp.sfu.ca/ojs/>).

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## Formatting Guidelines

All *Metropolitan Universities* articles should follow the latest edition of the Publication Manual of the American Psychological Association except as noted in these instructions (see <http://www.apastyle.org>).

The Journal considers English-language manuscripts for publication.

Submit manuscripts as Microsoft Word .doc or .docx files or a compatible format. Documents must be 8.5” by 11” with 1” margins on all sides. Do not submit PDF versions of the manuscript.

### Manuscript Length

Total manuscript length should be less than 7,000 words, exclusive of references, tables, figures, etc. Exceptions to this word limit may be considered. Authors are responsible for obtaining all necessary permissions for the use of previously published figures, charts, or graphs. Authors are responsible for accuracy of all citations and references.

### Title of Manuscript

- Use Times New Roman in 12-point, bold, initial caps, for the title, located at the top of the page, left-alignment.

### Author Names

- Only the author(s) names should appear after the title and before the abstract. Do not include titles, affiliations or degrees.
- Use Times New Roman in 12-point, left-aligned, two lines below the title.
- Order of authorship must be determined by authors prior to submission for review.

### Abstract

The abstract of no more than 200 words should address each of these topics:

- **The Challenge** Identify the focus or issue of the article, its nature and source. Why does this issue matter, and to whom does it matter?
- **Potential Consequences** Who is affected by this issue and how will addressing it improve the situation?
- **Description/Analysis/Methods** What are the main strategies, ideas, and innovations? What methods were used to measure impact/outcomes?

- **Rationale/Reflection/Replication** What is noteworthy about the findings? What differentiates it from what others are doing? What lessons did you learn? What worked/didn't work? What is important in order to replicate the idea?

Format the abstract according to the following guidelines:

- Place the abstract on the same page following the title and listing of authors. Begin two lines below the authors.
- Use the heading 'Abstract' in Times New Roman, 12-point, bold, initial caps, left-aligned.

### Keywords

- Following the Abstract, authors should supply three to five **keywords** that are NOT in the title.
- Use the heading 'Keywords:' in Times New Roman, 12-point, bold, initial caps, left-aligned.

### Main Text

- Use Times New Roman, 12-point with upper and lower case letters.
- Align single-spaced text on the left side.
- Double-space between paragraphs.
- Do not indent paragraphs.
- Use alternative phrasing to avoid gendered pronouns.
- Avoid writing in the first-person. Try to use third person point-of-view wherever possible.
- Footnotes and endnotes are not permitted. Authors should integrate all such information into the main text.
- Headings
  - First level subheadings should be 12-point, bold and flush with the left margin, using upper and lower case letters.
  - Second level subheads should be 12-point, plain and left-aligned, using upper and lower case letters.
  - Third level subheads should be 12-point, italicized, placed at the start of the section, in line with the text, using upper and lower case letters and ending in a period.
- Place tables in the body of the text, and reference them in the closest paragraphs.
- Figures, charts, photographs and graphs should be clear and easy to read and important to the manuscript's premise; they may be black and white or in color.
- Hyperlinks
  - Hyperlinks should be set off by parentheses when appearing in running text: "Amy Schumer's new book (<https://www.estories.com/audiobook/40156/>) is..."
  - Hyperlinks can also be used without parentheses, when the address is directly mentioned: "The full report can be found online at <http://...>"
  - Microsoft Word defaults to hyperlinks in blue, underlined and live-linked. Live-links in APA are acceptable, but to avoid distraction, change the font color to black and remove the underlining.
  - Always use static and original URLs. Do not use link shorteners (bit.ly, tr.im, etc.).

## **Conclusion**

- Use the heading ‘Conclusion’ for the final section of the manuscript.

## **References**

- Use the heading ‘References’, 12-point, bold, left-aligned.
- Use double-spacing.
- Use the latest edition of the Publication Manual of the American Psychological Association to determine formatting and the components for in-text citations and references in the reference list.
- Reference list material is flush left, all lines (note: this differs from APA style).
- Only include items cited in the text in the Reference section.
- Please add Digital Object Identifiers (DOIs) to references. DOIs can be found at <http://www.crossref.org/>. This is a free service that allows a user to submit a formatted reference list and receive DOIs for the cited articles.

## **Author Information**

- On a separate page, use the heading ‘Author Information’, 12-point, bold, left-aligned.
- Each author should have a biography that is approximately 3 sentences.
- Each biography should begin with the author(s)’ name: “Albert A. Wilmarth is...” and describes the current and/or historic professional role as is relevant to the article. The next 2 sentences should describe their expertise in relation to the issue of the article or the wider theme.
- Each biography should be no longer than 75 words.
- Contact information should be listed after each author, as in this example:  
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Telephone: 978-251-4622  
Twitter/LinkedIn/Blog link
- One author should be identified as the corresponding author by using an asterisk to the left of the author’s name.

## **Supplementary Material**

- Supporting material may be made available by the publisher online-only and linked to the published manuscript. This material could include supporting material that is not essential for inclusion in the manuscript but contains information that is additional or complementary. Such information might include websites, infographics, photographs, videos, etc. Authors should cite supporting material in the manuscript, for example "(see Supplementary data)" or "(see Supplementary Figure 1)".