

# Pennsylvania Black Conference on Higher Education Journal Guidelines for Submission

The Pennsylvania Black Conference on Higher Education Journal (PBCOHE) is published once every two years. PBCOHEJ publishes scholarly papers, research reports, critical essays, documents and reviews focusing on issues related to factors affecting African Americans and other racial and ethnic populations.

The PBCOHE Journal: (1) provides a forum for critical discussions on relevant issues related to Blacks in higher education (these issues may include discussions of educational, social, economic and legislative topics); (2) serves as a vehicle for exchange of scholarly works of Black faculty and administrators; (3) disseminates knowledge about critical practice, research and education which affects the Black community.

Each paper is accepted with the understanding that it is to be published exclusively with PBCOHE Journal. Material published in the PBCOHE Journal may not be reprinted or published without permission of the PBCOHE Journal. Please address all inquiries to Dr. Sharon B. Stringer, Journal Editor at [sbstringer@gmail.com](mailto:sbstringer@gmail.com).

## MANUSCRIPT SUBMISSION:

The journal uses a blind-review procedure. This means that all submitted manuscripts must be prepared for a blind review. Omit or mask references to specific institutions, states, or any other form of identifying information within the manuscript until your manuscript is accepted for publication and submitted in the final version. The section below describes the steps in submitting a manuscript.

Submit via email attachment to [sstringe@lhup.edu](mailto:sstringe@lhup.edu). The Editors makes final decisions regarding publication. Generally, authors can expect a decision regarding a manuscript 6 to 8 weeks after notification that their manuscript has been received. Following are guidelines for developing and submitting a manuscript. Manuscripts that do not conform to these guidelines will be returned to the author without review.

### The Submission Cover Letter

Manuscript submission must be accompanied by a cover letter designating the type of manuscript. Manuscript types include research papers using qualitative design, quantitative design, and innovative methods as well as book reviews or position paper. The cover letter also must include a statement establishing that ethical procedures were employed and that all relevant human subjects' considerations were observed. In addition, the cover letter must include the full contact information of all authors. The contact information must include the following information for the corresponding author: name, academic credentials, institutional affiliation or place of employment, postal mailing address, email address, and phone number. Please include the names and email addresses for all co-authors.

### Manuscript Requirements

1. Research manuscripts should be a minimum 16 pages and a maximum 25 pages total, including all references, tables, etc. Manuscripts must include a 125-150 word abstract. All manuscripts are to be double-spaced including references and extensive quotes. Allow 1" margins on all sides.
2. Manuscript should be submitted in Microsoft Word, or as RTF files. For resubmissions only, combine the cover letter and manuscript into one complete file, which is prepared for blind review. Please do not use "track changes" feature. Files must be submitted in a 12-point Times Roman Font.
3. Use the Publication Manual for the American Psychological Association (5th edition) as a manual for style and manuscript format, including style for all figures, tables, and references. Figures that are not camera-ready will be returned to the author and may cause a delay in publication. Authors bear responsibility for the accuracy of references tables and figures.
4. Authors are encouraged to use guidelines to reduce bias in language against persons based on gender, sexual orientation, racial or ethnic group, disability, or age by referring to the fifth edition of the Publication Manual for the American Psychological Association.
5. Do not submit previously published or in press material or a manuscript that is under consideration for publication in another periodical.
6. Lengthy quotations (300-500 words) require written permission from the copyright holder for reproduction. Adaptation of tables and figures also requires reproduction approval. It is the author's responsibility to secure such permission. A copy of the publisher's permission must be provided to the journal editor immediately on acceptance of the article for publication.
7. Submit all manuscripts via email attachment, please include your cover letter in the body of the email, and make sure a copy of the manuscript is prepared for a blind review. Send your manuscript to [sbstringer@gmail.com](mailto:sbstringer@gmail.com). All tables and figures must be included and properly formatted within the electronic file (otherwise, they will not be accepted separately).

**Submissions are accepted on a continuous schedule unless otherwise noted.**