

# *Journal of* Nonprofit Education and Leadership

A special issue of the Journal of Nonprofit Education and Leadership is planned for the fall of 2017 that will explore the changing role of digital media and technology in nonprofit education. The main question this issue seeks to answer is how are scholars and educators using digital media to train and prepare the next generation of nonprofit professionals? We are interested in a broad array of articles; for example, articles that examine the use of online, hybrid, or distance education methods. We are also interested in articles that have evaluated those formats and seek to provide new strategies for the changing landscape of higher education. We are interested in ways that educators are incorporating innovative techniques in their courses to ethically and effectively impact nonprofit education.

Please review the Author Guidelines below. Manuscript submissions can be performed online at <http://js.sagamorepub.com/index.php/jnel/about/submissions#authorGuidelines>.

Submissions should take place on or before March 28<sup>th</sup>, 2017 to help facilitate a timely peer review and publication process.

Thank you,

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# Editorial Guidelines for Authors

## General Instructions for Authors

- Manuscripts will be accepted for review with the understanding that the content is neither published nor simultaneously submitted for publication elsewhere.
- While an international audience is encouraged to submit manuscripts, only manuscripts written in English can be accepted for review and publication.
- Personal information about the authors should be absent from the manuscripts.

The uploading process (when submitting a manuscript for review) allows authors to put this personal information in a metadata set of windows (Article Title, Short Title, Keywords, Abstract, and Cover Page Footnote, in addition to the Full Text of Submission window and the Cover Letter window) along with their contact information and their affiliation information. Authors should fill in these windows since the information provided will be used later if the manuscript is accepted.

## General Instructions on Writing

- Merriam-Webster’s Collegiate Dictionary (2005) will be used for all issues of spelling and hyphenation.
- The Publication Manual of the American Psychological Association (APA Manual, 6th ed.) will be used for all issues of style.

## Specific Instructions on Writing

- The APA Manual suggests, “Past tense or present perfect tense is appropriate for literature review and the description of the procedure is the discussion is of past events. Use past tense to describe the results. Use present tense to discuss implications of the results and present the conclusions” (p. 65).

*Sanchez (2000) presented the same results. Researchers have argued ...*

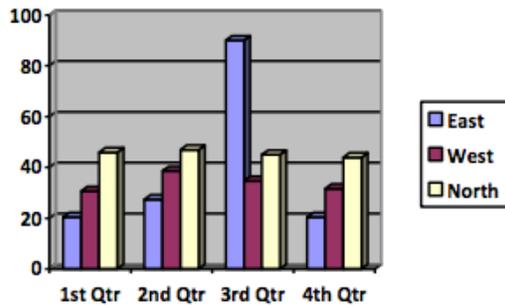
- Whenever including tables or figures, authors should remember that the APA Manual suggests they present those tables and figures in the following way: Tables should be called Table 1, Table 2, and so forth. The label of the table (Table 1) should be placed flush left at the top of the table. The title of the table should be placed flush left under the label of the table and should be printed in italics with uppercase and lowercase words.

Table 1

<i>Interview Attempted and Completed</i>		
	Attempted	Completed
Round 1	17	7
Round 2	9	6
Round 3	14	6
Total	40	19

Figures should be labeled Figure 1., Figure 2., and so forth. The label of the figure (Figure 1.) should be placed flush left at the bottom of the figure, with the words

Figure 1. in bold-italics (notice the period after the number of the figure). The title of the figure should follow the label of the figure, printed in regular font in lower case (except for the first letter of the first word), and end with a period.



**Figure 1.** Quarterly regional sales.

### **Instructions on Writing Abstracts**

- Manuscripts should be accompanied by abstracts.
- Abstracts should summarize each submission in 150 words or fewer.
- Abstracts (and keywords, should authors choose to include them) should be up loaded in the metadata set of windows mentioned in the General Instructions for Authors section listed above.

### **Instructions on Writing References**

- Authors should follow the APA Manual for creating proper in-text citations and references.
- In-text citations require the inclusion of three elements: the surname of the author of the cited material, the year of publication of the cited material, and (when quoting) the page number (or paragraph placement) of the cited material.

*Robinson and McLullen (2009) found that nonprofits can be profitable. Indeed, their research showed profitable results for most of the years studie. They argued “for the use of a profitability index to compare nonprofits” (p. 345).*

- Authors should list only the cited material in the reference section of the manuscript, in alphabetical order, according to the tenet of the APA Manual.
- References should be listed on a new page (with the exception of book reviews) in 12-point Times New Roman, left justified with hanging indents.

### **Instructions on Formatting**

Authors should prepare their manuscripts according to the following guidelines:

- Type the manuscript using Microsoft Word.
- Use only one space after end-of-sentence punctuation marks.
- Use 12-point Times New Roman font.
- Format the manuscript to print on the standard U.S. 8.5 x 11-in. paper (not the standard A4 paper).
- Set the margins at 1 in. (2.54 cm) on all sides (top, bottom, right, and left).
- Indent all paragraphs.

- Double space the manuscript.
- Left justify the manuscript.
- Include tables, figures, illustrations, photographs, maps, and so forth, where they need to appear in the text of the manuscript (note “Table 1 about here” with the table included on a separate page).
- Submit the manuscript as a .doc, .docx, or .rtf extension.
- Set the headings according to the four standard levels of headings described in Section 3.03 (p. 62) of the APA Manual. Introductions do not need headings.