# **Information for Authors:**

### Before you submit...



### 1. Review our submission criteria

Submitters must be current undergraduate Miami University students

Manuscript must have the approval of a faculty advisor

Acceptable submissions fall into one of the following categories:

#### Traditional Research Manuscript

- Quantitative Studies: Use descriptive, inferential, or non-parametric statistical analysis methods;
  discuss and analyze factors/variables thought to influence the phenomena of interest
- Qualitative Studies: Use exploratory and/or descriptive designs to collect data in a natural setting;
  discuss and analyze factors/variables thought to influence the experiment outcome

#### Nontraditional Manuscript

- Reflective Essays: Evaluate other work; challenge current practice and encourage experimentation;
  draw novel conclusions/perspectives derived from prior work
- Reviews: Illuminate new relationships and understanding; perform meta-analyses, analytical, and integrated reviews
- Case Studies: Illustrate scholarship of teaching and learning and its applications; apply to a wide, multidisciplinary audience

## 2. Ensure that your work is in accordance with the Journal Policies

View the complete **COMPASS Journal Policies** and **Submissions Checklist** 

General guidelines are as follows:

- Manuscript should be no more than 10,000 words long
- Use double spaced, Times New Roman 12 point font
- APA Publication Manual, 6<sup>th</sup> edition formatting
- Microsoft Word format

### 3. Create an Open Journal Systems (COMPASS) account

#### Click here to create an account

 You will receive an email confirming that you have created an account; please save this email for your records

## 4. Log in, select the "User Home" tab, and complete the submission process

You will be asked to provide:

- Your name and identifying information (this will not be made available to any student reviewer(s))
- The name and email address of your faculty advisor
- Agreement that your manuscript adheres to all submission criteria listed in the Journal Policies
- Your manuscript, as a Microsoft Word document

### Please contact us with any questions!