

## **Mission**

The mission of the *Journal of Higher Education Outreach and Engagement (JHEOE)* is to serve as the premier peer-reviewed, interdisciplinary journal to advance theory and practice related to all forms of outreach and engagement between higher education institutions and communities.

This includes highlighting innovative endeavors; critically examining emerging issues, trends, challenges, and opportunities; and reporting on studies of impact in the areas of public service, outreach, engagement, extension, engaged research, community-based research, community-based participatory research, action research, public scholarship, service-learning, and community service.

To address these needs, the *JHEOE* invites manuscripts in four categories of exploration related to outreach, community-higher education engagement, engaged research, public scholarship, and service-learning.

- **Research Articles** on studies of the impact university-community endeavors have on participating community, faculty, students, or staff members;
- **Practice Stories from the Field** evaluating and analyzing practitioner experience;
- **Reflective Essays** on current and emerging trends, perspectives, issues, and challenges; and
- **Book Reviews** on recently published works addressing community-higher education engagement and the practice of public scholarship.

## **Criteria for Review and Selection**

Manuscript submissions are evaluated on the criteria outlined below.

- The appropriateness or fit for the mission of the *JHEOE*;
- The significance in contributing new knowledge (advancing a field of study; or providing best practices or lessons-learned);
- The rigor and appropriateness of the scholarship;
- The readability and flow of the information and ideas presented; and
- Additional criteria are based on the manuscript types: as a research article; as a practice story from the field; as a reflective essay; or as a book review.

## ***Guidelines for Contributors***

Manuscripts should

- Represent original and unpublished work of the authors and must not be under consideration by other publications;
- Indicate that the Institutional Review Board (IRB) human subjects approval was secured if applicable (or explain why it was not required);
- Not be more than 10,000 words;
- Have a separate cover page that includes the names, institutional affiliations, addresses, phone numbers, and e-mail addresses of all authors, and mask all of this information throughout the manuscript to ensure anonymity in the reviewing process;
- Include a brief abstract (not to exceed 150 words);
- Be typed, double-spaced throughout, and include block quotes (when necessary) and appropriate references;
- Be formatted using American Psychological Association (APA) style, 6th edition;
- Have photos and graphics submitted as .jpg, .tif, or .eps files, not placed into the Word document. Tables may be placed in Word documents. Precise data for charts must be provided;
- Be formatted and saved in Microsoft Word 2003 or higher; and
- Be read by someone that is not familiar with the topic prior to submission.

The *Journal* is a member of the Open Journal System (no subscription fee). For more information, or to submit a manuscript, visit: <http://www.jheoe.uga.edu>.

Trish Kalivoda

*Journal of Higher Education Outreach and Engagement* Editor, and

Senior Associate Vice President

Office of the Vice President for Public Service and Outreach

The University of Georgia

Treanor House

1234 S. Lumpkin Street

Athens, Georgia 30602-3692

Phone: 706-542-3946 | Fax: 706-542-6278 | [jheoe@uga.edu](mailto:jheoe@uga.edu)