

## **Mission**

The mission of the *Journal of Higher Education Outreach and Engagement* 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 *Journal of Higher Education Outreach and Engagement* invites manuscripts in 6 categories of exploration related to outreach, community-higher education engagement, engaged research, public scholarship, and service-learning.

- **Research Articles** present quantitative or qualitative studies that demonstrate the long-term impact of a university-community engagement project on the community, students, faculty and staff, or the institution.
- **Reflective Essays** are thought provoking examinations of current issues related to university-community engagement that are anchored in the literature.
- **Projects with Promise** are descriptions of early-stage university-community engagement projects with early indications of impact; plan for long-term evaluation; plan for how the project will be sustained; and best practices for the reader to emulate.
- **Practice Stories from the Field** are narrative inquiry studies that illuminate issues related to university-community engagement.
- **Dissertation Overviews** are dissertation summaries of methods used to examine topics related to university-community engagement.
- **Book Reviews** are reviews of books related to university-community engagement that go beyond mere

description of the contents to analyze and glean implications for theory and practice.

### **Criteria for Review and Selection**

Manuscript submissions are evaluated on the criteria outlined below.

- the appropriateness or fit for the mission of the *Journal*;
- 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; and
- the readability and flow of the information and ideas presented.

Additional criteria are based on the manuscript types: as a research article; as a reflective essay; as a project with promise article; as a practice story from the field; as a dissertation abstract; 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 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, however, may be placed in Word documents;
- be formatted and saved in Microsoft Word 2003, or higher; and
- be read by someone that is not familiar with the topic of the manuscript (for content clarity) as well as copy edited (for grammatical correctness) prior to submission.

The *Journal of Higher Education Outreach and Engagement* 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)