

Submissions

Please see the [Mission Statement](#) for a discussion of the editorial philosophy for **JoSoTL**.

Authors are encouraged to submit work in the following categories:

Traditional Research Reports

Reports on Classroom Action Research

Essays on SoTL

Teaching Portfolios

Despite their differences, all of these types of submissions should include the author's expression of the implications their work has for the teaching-learning process. This reflective critique is central to our mission in furthering understanding of SoTL. Authors are encouraged to review the [Guidelines for Reviewers](#) in order to understand how their submissions will be evaluated. **Authors are strongly encouraged to study the Reviewer's Rubric that reviewers shall apply in evaluating their submitted work.**

Authors are encouraged to submit papers, teaching dossiers, and other potential publications to [Donald A. Coffin](#). Submissions must be prepared in an electronic format using Microsoft Word. Submissions are preferred as files attached to an e-mail. However, 3.5" disks sent through snail mail are also acceptable. **JoSoTL** will not return disks to authors.

Research papers and essays should be according to the [JoSoTL Style Sheet](#). There is no page limit, but authors should consider brevity a virtue as they prepare their submissions. Authors are expected to include proper referencing for their sources, especially URLs for web sites that might contain material of interest to our readership. Authors are encouraged to provide a few key hyperlinks that might offer readers additional information concerning their topic.

Every submission must include a title page with the following information:

Title

For each author:

- o Name and affiliation
- o Postal address
- o email address
- o telephone number

A brief (75-100 word) Abstract

A brief (more than two, less than eight) list of keywords related to your work.

Do not include any author's name on any page other than the title page. Please number the pages. The Abstract will be included in the publication's title page, and the keywords are important for proper archiving of published articles.

We also welcome the submission of electronic teaching portfolios for JoSoTL. Portfolios should be posted on the author's web site, and the URL should be forwarded to the managing editor. Reviewers will be asked to view the site and provide evaluation. If

accepted, JoSoTL will post a hyperlink from the journal to the author's site. Please note that it is impossible to provide double blind review for portfolios--although the reviewers' identities will not be revealed, the author's identity cannot be removed from an entire portfolio.

Paper submissions accepted for publication will require authors to sign a **Copyright Agreement** with the Trustees of Indiana University. Authors must be prepared to sign this agreement upon acceptance of their work for publication in the journal. For more information regarding copyright, please see the **statement of copyright and terms of use**.

If you have any questions regarding the submission policy, please e-mail or call a member of the **Editorial Board**.