

# Submissions

Please see the [Mission Statement](#) for a discussion of the editorial philosophy for **JoSoTL**. Authors are encouraged to submit work in one of the following categories:

- **Traditional Research Reports: data driven studies with either a quantitative or qualitative emphasis**
- **Reflective Essays on SoTL**
- **Reviews of current themes in SoTL research including meta-analysis**
- **Case studies illustrating SoTL and its applications**
- **Comments and Communications on previous Journal articles, or book or software reviews**

In your e-mail with your submission, please indicate which of the above categories most applies to your submission. 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 should submit their article to [josotl@iupui.edu](mailto:josotl@iupui.edu). Submissions must be prepared in an electronic format using Microsoft Word on either PC or Macintosh platforms. Submissions should be uncompressed files attached to an e-mail, not in the body of an e-mail text. If e-mail transmissions are not possible, **JoSoTL** will accept submission on either CD or a USB flash drive (which cannot be returned).

All submissions must be prepared following the guidelines below. While there is no formal page limit, authors should adhere to recent article lengths, typically 20 pages or less. Authors are expected to include proper referencing for their sources, especially URLs for web sites that might contain material of interest to our readership.

Every submission must include a cover page preceding the article with the following information:

- Title of article
- For each author:
  - Name and affiliation
  - Postal address
  - e-mail address
  - telephone number
- Abstract (less than 100 words)
- Keyword list related to the submission (less than eight words or short phrases)

This cover page should be followed by the article formatted according to the JoSoTL Style Sheet (available in either .doc or .pdf format).

## Accepted Work

Authors will be required to sign a **Copyright Agreement** with the Trustees of Indiana University. Authors must be prepared to sign this agreement upon acceptance of their work and prior to 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 [Kimberly Olivares](#) (JoSoTL Production Coordinator) or call her at 317-274-0086, or contact a member of the **Editorial Board**.