

**Thank you for your interest in *The Journal of Continuing Higher Education*. Our authors' guidelines follow.**

*The Journal of Continuing Higher Education* strives to support continuing higher education by serving as a forum for the reporting and exchange of information based on research, observations, and the experience relevant to the field. Issues are published in the winter, spring, and fall.

We encourage the following types of submissions:

- Major articles—current research, theoretical models, conceptual treatments—of up to 7,000 words on:
  - organization and administration of continuing higher education
  - development and application of new continuing education program thrusts
  - adult and nontraditional students
  - continuing education student programs and services
  - research within continuing higher education and related fields

Manuscripts should have both theoretical and practical implications.

- “Best Practices” articles of up to 4,000 words. These “Best Practice” articles contain descriptions of new, innovative, and successful programs or practices. The programs or practices should be replicable and of significance to the profession.
- Book reviews of current publications in the field--prospective authors are advised to consult with the editor prior to preparing book reviews.
- Opinion pieces of up to 2,000 words addressing issues directly relevant to continuing higher education.

All manuscripts should be typewritten and double spaced. Please submit **four** copies with the author's name, title, address, and telephone number on a separate sheet of paper. Please indicate if the manuscript is to be considered as a major article, “Best Practices” article, or opinion piece. The author's name should not appear on the manuscript itself. *The Publication Manual of the American Psychological Association, Fifth Edition* should be used to provide stylistic guidance, including reference formatting.

We acknowledge receipt of each manuscript. The *Journal* uses a blind review process for evaluation of major article and “Best Practice” manuscripts, with manuscripts read by three reviewers. We make every effort to notify authors of the outcome of the manuscript review within 60 days of receipt.

If a manuscript is accepted for publication, we ask the author to provide the final version on a 3.5 inch computer disk in Microsoft Word, WordPerfect, or an ASCII file, compatible with Windows software. Authors may also transmit files electronically. We reserve the right to edit the manuscript without notice to the author so that it conforms to style, usage, and space requirements.

**Please note:** Manuscript submission indicates that the piece is not under consideration for publication elsewhere and has not been published previously.

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