Pertinent Publishing Parameters

The Learning Assistance Review (*TLAR*), the national peer reviewed official publication of the National College Learning Center Association (NCLCA), publishes scholarly articles and reviews that address issues of interest to learning center professionals (including administrators, teaching staff, faculty, and tutors) who are interested in improving the learning skills of postsecondary students. Primary consideration will be given to articles about program design and evaluation, classroom-based research, the application of theory and research to practice, innovative teaching and tutoring strategies, student assessment, and other topics that bridge gaps within our diverse profession.

Categories for Submission

Articles

- Topics: *TLAR* will accept manuscripts that address our purpose: to publish scholarly articles and reviews that address issues on program design and evaluation, classroom based research, the application of theory and research to practice, innovative teaching and tutoring strategies, student assessment, etc.

- Types: *TLAR* will accept manuscripts following all four of the article types outlined in the American Psychological Association Manual: empirical study and articles on review, theory, and methodology. Follow the APA manual for specific requirements and structure for each type; regardless, all manuscripts need a clear focus that draws a correlation between the study, review, theory, or methodology and learning assistance practices.

Joining the Conversation

- Idea Exchange: Discussion directly relates to articles published in *TLAR*. Submissions are limited to fewer than four paragraphs and are to be constructive idea exchanges. In addition to the name, title, college, and contact information from the submitter, Idea Exchange submissions are to include the details of the referenced article (Title, author, and volume/number, and academic semester/year). A submission form may be found online on the *TLAR* website.

- Further Research: These article submissions that have a stated direct link to prior published *TLAR* articles. These articles will be considered following the manuscript submission guidelines.

Book Review

Book review requests should be accompanied with two copies of the book to facilitate the reviewing process. Potential book reviewers are urged to contact the editorial team for details.

Manuscript Guidelines

Manuscripts and reference style must be in accordance with the *Publication Manual of the American Psychological Association* (6th ed.). Submissions that do not comply with APA style will be returned to the author(s). Manuscripts must be original work and not duplicate previously published works or articles under consideration for publication elsewhere. The body of the manuscript may range in length from 10 to 15 pages, including all references, tables, and figures. Longer articles will be considered if the content warrants it. The authors are responsible for the accuracy of all citations and references and obtaining copyright permissions as needed. The only acknowledgments that will be published will be those required by external funding sources.

Submission Guidelines

Pertinent information:

- The title page must include the title of the manuscript (not to exceed 12 words); the name(s) and institutional affiliation(s) of all authors.
- The lead author should provide work and home addresses, telephone numbers, fax, and e-mail information where applicable.
- The second page should be an abstract of the manuscript. Abstracts are limited to 100 words.
- To start the reviewing process, the lead author will be required to sign a certificate of authorship and transfer of copyright agreement. If the manuscript is accepted for publication, a second authorization agreement must be signed by the author or authors.

Submission packets must include:

- a cover page.
- the original manuscript.
- a masked manuscript for review.
- abstract of the manuscript, maximum 100 words.
- figures and tables must be black and white, camera ready, according to APA style.
- an electronic copy of the above materials e-mailed to the address listed below.

Please send your submissions and/or questions and comments to: TLAR@MissouriState.edu

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Review Process

Author(s) will receive an e-mail notification of the manuscript receipt. The review process may include a peer-review component, in which up to three members of the *TLAR* editorial board will review the manuscript. Authors may expect the review process to take about three months. Authors may receive one of the following reviewing outcomes:

(a) accept with minor revisions
(b) revise and resubmit with editor's review only
(c) revise and resubmit for second full editorial board review
(d) reject

As part of the reviewing correspondence, authors will be electronically sent the reviewers rankings and general comments on one document and all the reviewers' contextual markings on one manuscript. Manuscript author(s) must agree to be responsible for making required revisions and resubmitting the revised manuscript electronically by set deadlines. Manuscript author(s) must abide by editorial revision decisions.