



## ***The Learning Assistance Review*** **CALL FOR MANUSCRIPTS**

**We are currently accepting manuscripts for the spring 2018 issue. For first consideration, manuscripts are due February 16, 2018.**

As an official publication of the National College Learning Center Association (NCLCA), *The Learning Assistance Review* (TLAR) seeks to foster communication among higher education learning center professionals. Its audience includes learning center administrators, teaching staff, and professional or student worker tutors, consultants, mentors, and faculty members and administrators who are interested in improving the learning skills of postsecondary students. *TLAR* is available free of charge to all NCLCA members.

NCLCA defines a learning center at institutions of higher education as interactive, academic spaces which exist to reinforce and extend student learning in physical and/or virtual environments. A variety of comprehensive support services and programs are offered in these environments to enhance student academic success, retention, and completion rates by apply best practices, student learning theories, and addressing student-learning needs from multiple pedagogical perspectives. Staffed by professionals, paraprofessionals, faculty, and/or trained student educators, learning centers are designed to reinforce the holistic academic growth of students by fostering critical thinking, metacognitive development, and academic personal success.

*TLAR* aims to publish scholarly articles and reviews that address issues of interest to a broad range of academic professionals. 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 strategies, student assessment, and other topics that bridge the gaps within our diverse and growing profession.

The journal is published twice a year. All submissions are subject to a masked, double-blind review process. Administrators use their published work to continue the growth and development of the learning commons space on campus, while faculty may use their publications toward promotion and tenure at institutions where student success initiatives are rewarded as part of the process.

### **Categories for Submission**

#### **Articles**

*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.

*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.

#### **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 should be no more than 18 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**

- 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 and provided in the appendix as per APA guidelines.
- 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](mailto:TLAR@MissouriState.edu)**

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### **Review Process**

The editor of *TLAR* will determine the suitability of submitted manuscripts for publication in *TLAR*. Accepted manuscripts will then be forwarded to the editorial board for masked peer review. Authors will then be notified regarding the status of their articles and will receive recommendations and feedback in a timely manner usually 12-16 weeks. Manuscripts are accepted on a rolling basis.

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.

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