

Publication Guidelines for the *AURCO Journal*

Please read the guidelines carefully before submitting your work. Failure to follow the guidelines will result in rejection of your manuscript.

The *AURCO Journal* Publishes Only Refereed Articles.

To submit an article for consideration: Forward the manuscript for review to the Associate Editor, Li Zhou, Ohio University – Zanesville (at the mailing address and the e-mail address given below). The deadline for submissions is: September 1st for publication the following April.

Please note that the staff for the publication is limited: one Associate Editor who coordinates the efforts of the panel of reviewers, and one Editor who edits and prepares the submissions for printing. Your attention to the guidelines will greatly enhance the professional quality of the publication and ensure that the reviewers and editors will consider your work for publication. Reviewers will be applying the guidelines in considering the merits of the paper for publication; papers will not be reviewed unless they meet the demands of the guidelines.

You should submit four (4) **double-spaced**, one-sided paper copies of the manuscript via U.S. mail to the Associate Editor. In addition, you should send a **single-spaced** electronic copy of the manuscript via e-mail as an attachment to the Associate Editor at zhoul@ohio.edu

Files must be PC versions of Word or *.rtf (rich text format). The *AURCO Journal* does not support *.pdf files or Mac platforms or software. If you created tables, figures, or graphs using Word or Excel, simply place the table, figure, or graph in the location that you intend. Do not use color, use black and white only. If you created tables, figures, or graphs using any software other than Word or Excel, attach a separate *.jpg file for each table, graph, or figure and note the location of each item in the text of the manuscript as follows:

Insert Figure 1 here



JEFFREY BAUER, EDITOR

ASSOCIATION FOR UNIVERSITY REGIONAL CAMPUSES OF OHIO

Except for italics, and boldface, the document should be free of pagination, word-processing formatting, and style commands, including headers and footers. Use endnotes and not footnotes. Any notes should be numbered and entered at the end of the paper. Do not include hyperlinks. Do not embed any notes in any style commands.

In keeping with the *AURCO Journal* tradition of maintaining an interdisciplinary publication, there is no preferred style for article submissions. The MLA, Modern Language Association, and APA, American Psychological Association formats are commonly employed. If you can not use MLA style or APA style, be consistent in notation. Regardless of the demands of your discipline, in the bibliography avoid using abbreviations for titles of journals.

At the end of your paper, include a short biography (approximately 250 words) along with both an e-mail and U.S. mail addresses. The editors or other readers may wish to contact you. Your affiliation with a particular institution should be included in the biographical note. Proofread everything after you have corrected your final hard copy. Remember to make any changes to the files before mailing and e-mailing. If your paper is approved by the reviewers and Associate Editor, it will be submitted to the Editor for final review and approval. If approved by the Editor you will be contacted by U.S. mail and e-mail.

Li Zhou
Associate Editor, *AURCO Journal*
Ohio University – Zanesville
1425 Newark Road
Zanesville, OH 43701
Phone: 740-588-1542; Fax: 740-453-6161
E-mail: zhoul@ohio.edu

Jeffrey C. Bauer
Editor, *AURCO Journal*
University of Cincinnati - Clermont College
4200 College Drive
Batavia, OH 45103
Phone: 513-732-5257; Fax: 513-732-5304
E-mail: jeff.bauer@uc.edu



JEFFREY BAUER, EDITOR

ASSOCIATION FOR UNIVERSITY REGIONAL CAMPUSES OF OHIO