



COMMUNITY COLLEGE JOURNAL

OF RESEARCH AND PRACTICE

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CCJRP Briefs

Aims and Scope

The *Community College Journal of Research and Practice* (CCJRP) is a peer-review journal that promotes and disseminates an increased awareness of community college issues. The journal, a multidisciplinary forum for researchers and practitioners in higher education, aims to increase awareness and address all aspects of the study of community college issues through research, empirically tested educational innovations, and scholarly discussions.

The **Briefs** (previously Exchange) began in 2012, with a focus on featuring **thought provoking and scholarly short-length manuscripts** with a focus on research and practical applications. These articles should be succinct, but also able to meet the test of external peer review. The short articles in the **Briefs** section present practical and thought provoking scholarship and research that serves as a catalyst for conversation and advances knowledge and understanding in the field of community college education.

Submission of Briefs Manuscripts to the CCJRP

All manuscripts must be submitted electronically in MS Word, not PDF or WordPerfect. Figures, tables, references, and writing must conform to the specifications described in the latest version of the *Publication Manual of the American Psychological Association* (currently the 7th edition, 2020). All parts of the manuscript must be typewritten in 12-point, Times New Roman font, double-spaced, with one inch margins on all sides. Manuscripts should be consecutively numbered throughout the paper on the upper right hand corner with a running header (shorter title) on the upper left hand corner. Manuscripts should include the name, title, departmental and institutional affiliation, mailing address, email address, and phone number of the person to contact for additional information on the title page. Any manuscripts that do not adhere to these style requirements will be returned for revision.

For an example of **Briefs** manuscript or for additional information, contact Dr. Zach Taylor at z.w.taylor@usm.edu, or Dr. Susana Hernandez at Susana.Hernandez@nau.edu, **Briefs** Section co-Editors, or Dr. Deborah L. Floyd, Editor-in-Chief at CCJRP@fau.edu.

Briefs manuscripts should be submitted to <https://mc.manuscriptcentral.com/ucjc> and clearly identified as submissions for this section. The recommended content and format for submissions follows.

Content of Briefs Manuscripts

Briefs articles are short and succinct, presenting practical and thought provoking scholarship and research that serves as a catalyst for conversation and advances knowledge and understanding in the field of community college education. **Briefs** manuscripts should not exceed **2,500 words**, excluding the title page, abstract, references, tables, and figures.

Authors are encouraged to follow this suggested order for content and to use headings for sections.

1) Title Page

The title page should be submitted separately (not for review) and include the following:

- Manuscript Title
- Corresponding author name, department, institution, and contact information
- All other author names, departments, institutions, and contact information
- A statement that the manuscript has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere
- Date Submitted to the Editor-in-Chief or **Briefs** Section Editor
- Author contact information in a specific statement as follows:

Note: For additional information and the complete research report contact: Name, title, institutional address, email address, telephone number (XXX) XXX-XXXX, and URL if appropriate

2) Abstract

An abstract, summarizing the article, should be submitted on a separate page. The manuscript title should be at the top of the abstract page. Abstracts for **Briefs** articles should be no longer than 150 words in length.

3) Body of Paper

The body of the article should be submitted as a separate document and requires an introductory header.

4) Description of the Research or Project

The research or project should be described succinctly. Headings and references are encouraged where appropriate.

5) Implications for Community College Practice, Policy, and/or Research

All manuscripts should include a section about the implications for community college practice, policy, and/or research. Bullets are often used to succinctly present implications.

6) References

If references are cited in the paper, they should be included at the end on a separate page and conform to the current APA (7th edition, 2020) guidelines for citations.

7) Reproduction of Copyrighted Material

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8) Tables and Figures

Tables and figures should not be embedded in the text, but should be included as separate and clearly labeled files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be double-spaced. All original figures should be clearly marked with the number, author's name, and top edge indicated. Most **Briefs** articles do not include tables or figures.

9) Illustrations and Color Reproduction

If the **Briefs** manuscript includes illustrations and/or color reproduction, please refer to the *CCJRP* web site for information about requirements and costs.

10) Reprints

Reprints of an individual article may be ordered from Rightslink. A link to the ordering form is included at the proofs stage.

11) Complimentary Policy

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