

NODA: Association for Orientation, Transition and Retention in Higher Education
Journal of College Orientation and Transition

Style Guidelines

All manuscripts and submissions must be clear, concise and interesting with a well-organized development of ideas. The most recent edition of the *Publication Manual* of the American Psychological Association should be followed for reference style and general guidelines. When preparing a manuscript for publication, the author(s) must carefully follow these instructions:

- Ensure that the manuscript is appropriately blinded. All manuscripts are evaluated through a masked review process and should contain no information that would identify the author(s) or institutional affiliation outside of the title page. Please double-check your manuscript for:
 - Self-citations that are "in press";
 - Self-referential citations that reveal author identity
 - Institution name (often in the methods section)
 - References to institution specific documents
 - Any indicator of either author(s) or institution(s) in the title of the manuscript file
- Use titles that are short and descriptive.
- Avoid use of the term "subject." Use more specific references such as "student," "client" or "participant."
- Include an abstract that clearly describe the main intent or outcome of the manuscript in 75-100 words.
- Use a Times Roman font and set all text (including references, quotations, tables and figures) in 12-point type, double-spaced.
- Allow generous margins (at least one inch) around each page.
- Lengthy quotations (a total of 300 or more words from one source) require written permission from the copyright holder for reproduction. Adaptation of tables and figures also requires such approval. The author is responsible for securing such permission. A copy of the publisher's written permission must be provided to the *JCOT* editor immediately upon acceptance of the article for publication.
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- Include only essential data in tables and combine tables whenever possible. Indicate in the narrative of the manuscript, on a separate line and in square brackets, where to place the table or figure. Final placement is at the discretion of the layout editor.
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