



AAHHE Publication on JHHE Guidelines

The American Association of Hispanics in Higher Education (AAHHE) is committed to supporting scholarly papers that focus on issues and solutions impacting the Latinx community in higher education.

Through a partnership with Sage Publications, scholarly papers submitted to be presented at the AAHHE annual conference are eligible for publication in the AAHHE Special Section Issue (April) of the *Journal of Hispanics in Higher Education* (JHHE). JHHE is a quarterly international journal devoted to the advancement of knowledge and understanding of issues at Hispanic-serving institutions, maintains a broad focus and accepts the highest quality scholarly, creative and practical articles that combine research with application, fostering the integration of theory and practice.

All eligible AAHHE scholarly papers must be submitted to JHHE by May 1st and will be subject to JHHE's regular peer review process. Any articles that do not pass peer review and do not receive an 'accept' decision from the Editor will not be published in the Journal. Articles that do not meet the aforementioned deadlines may be published in a later issue of the Journal, subject to Publisher's Editor's discretion.

- 1) By May 1st, submit your final manuscript electronically at JHHE's Scholar One (<http://mc.manuscriptcentral.com/jhhe>). The length of the submission should be 20 pages or less, inclusive of references, figures and tables. Figures, charts, tables should appear **at the end** of the manuscript after the reference section and cited in text with appropriate descriptive headings.
- 2) Prior to submission, scan your manuscript in Grammarly, a free online writing assistant, for grammatical errors.
- 3) Visit the JHHE website to browse articles relevant to your topic. To increase the impact factor of your manuscript, consider quoting articles in your manuscript that are relevant to your topic and have been previously published in JHHE.
- 4) Manuscripts must follow JHHE's [Manuscript Submissions Guidelines](#). Manuscript will be rejected if guidelines are not followed. It is recommended that you read the [Manuscript Submissions Guidelines](#) prior to visiting the submission site. For additional information, please refer to the [SAGE Manuscript Submission Guidelines](#).
- 5) Do not Include AAHHE in the manuscript's title as the manuscript will undergo a blind review process. The file should be titled the name of the paper or partial name of the paper.
- 6) Key points:
 - The manuscript must follow the latest edition of the [American Psychological Association \(APA\) Style Publication Manual](#). Review the most notable changes to the APA Style Guide Manual, 7th Edition attached. For example, do not use serial comma, use APA style: apples, oranges and grapes.

- Footnotes will be counted in the 20-page count. *Use only if necessary.*
- *You must use 3rd person.* When quoting yourself, use your last name instead of ‘author(s)’.
- All artwork must be submitted in camera-ready form. When possible, high-resolution electronic copies of artwork should be provided on a file separate from the manuscript.
- After the blind review is conducted, you must reply promptly to the revisions’ requests from the Editor and meet the revision deadline that will be provided by JHHE. The journal production schedule is tight so it’s important to address all changes to ensure the article revision is completed on schedule, otherwise it may not be published. *When revising the document, address all revisions in the manuscript using the track changes feature.* If a second revision is needed, JHHE Editor will conduct the revision process as noted above: notify authors, forward reviewer comments and assign deadline.
- When a manuscript is accepted, the author will need to sign a release form and submit it to the journal by the assigned deadline.

If you encounter problems with the electronic submission process, please reach out to Dr. Esther Mulnix, JHHE Editor at lopezmulnix@yahoo.com.

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