

**AAHHE Publications in The Hispanic Outlook in Higher Education Magazine®  
Article Submission Guidelines**

**Heading**

At the top of the first page of your article, please include your name, degree initials, email address, and day-time phone number. Indicate if you are an AAHHE member.

**Audience**

The Hispanic Outlook readership consists primarily of Hispanic scholars, educators, and administrators. Please keep this audience in mind when you write and focus your article.

**Format**

- Articles must be no longer than 1000 words, double-spaced. *\*Articles over 1,000 words will be cut. Articles may be edited for style and clarity. Any changes of this type are made with the reader in mind.*
- Use third person when writing your article
- Times New Roman, 12 pt., with one-inch margins all around.
- Divide the article into two or three sections with headings in the articles. For example:  
Article title: Latinas and Graduate  
Education Heading 2: Latina  
successes  
Heading 3: Future trends, etc.

**Example**

Here's an example of a strong piece that HO Magazine decided to translate into Spanish: [En nuestras manos: The Future of Health and Health Care](#)

**What HO Magazine is looking for in the Content:**

- Follow the topic of the month's magazine issue.
- Editorial-style articles—not extended personal testimonials. Avoid extended testimonials.
- Articles need to include data, relevant references, and specific examples.
- Data-backed insight and focused, well-structured writing. Provide rich context with specific examples and information, include empirical data, facts and research as it is applicable to the topic.
- Timely and actionable themes: leadership, mental health, access, student success
- One or two short anecdotes may be used to support broader points.
- References: Mention references/sources to support any claims or arguments made in the article.
- Broader Relevance: Present information reflecting broader trends in Hispanic/Latino higher education. Consider offering insights that our audience might find useful—

especially around student support.

**Please avoid**

- Entirely personal stories without broader relevance.
- Vague or generic motivational content.
- Articles lacking focus or specificity.

**Tone**

- Set the editorial tone to be clear, formal, objective, research-based, and concise.
- If including a short testimonial, set the tone to be clear, and encouraging. Stories that inspire others facing similar challenges are impactful. Concrete examples of overcoming obstacles or finding resources can resonate well.

**Additional Materials to be Submitted**

**Biography**

At the end of the article, include a 40-word (max) biography.

**Photos**

Send two photos (in .jpeg format) separately— a professional headshot *and* a photo of something related to the article. Provide credits for the photos you send and include these credits in the body of the submission email.

**Submission Process**

- Submit your article and photos electronically to AAHHE Editor Consultant, Guadalupe Saldivar at [guadalupe@aahhe.org](mailto:guadalupe@aahhe.org) by deadline.
- AHHE will submit your article to Hispanic Outlook and inform you of its publication.