

Introduction

Congratulations on your selection as a contributor to a forthcoming book from the National Resource Center for The First-Year Experience and Students in Transition! Whether this will be your first published chapter or your fiftieth, we recognize that writing and publishing are important personal and professional accomplishments. While there is a great deal of satisfaction in producing a well-crafted chapter, we also recognize that it can be hard work. Our goal is to provide you support in the writing and editing process so that the entire process goes smoothly.

Based on our collective experience working with book contributors over the past decade, we have put together this guide to help shepherd you through the process. The guide opens with a description of the book series and of the basic requirements for all contributions. In addition, we have provided some general tips for writing a strong chapter gleaned from the kinds of comments we routinely make when manuscripts are submitted for review. For those new to APA style, we have also included a short "cheat sheet" on citation style. You will also find some information on our house style, particularly when it may deviate from APA. Finally, we have included a manuscript checklist so that you can ensure that your contribution is in order before you submit it to the project editor.

We strongly encourage you to review these guidelines before you begin drafting your chapter and to communicate regularly with your project editor during the drafting process to make sure that your contribution is meeting its goals. Adherence to the guidelines and good communication with your project editor will likely result in fewer requests for edits to the manuscript.

About Scholarly Practice Books

The majority of our book-length publications are designed to inform practice in institutions of higher education, generally focusing on an educational or institutional structure, student subpopulation, or curricular/cocurricular innovation. These books typically begin with a discussion of the history/philosophical underpinnings of the general topic or issue. Literature reviews and reports of relevant research may be used to build a case for why a structure, student subpopulation, innovation, and so on needs our attention or to justify a particular approach to an issue. Subsequent chapters frequently provide recommendations for addressing the topic or issue from a variety of viewpoints. Typically this section also discusses the potential impact of this issue or innovation on student learning, success, or retention.

In general, scholarly practice books:

- Examine a topic of continuing importance to professionals working in the first-year experience/students in transition field
- Present new and significant information and observations about the topic that can inform work in a variety of educational settings
- Offer insights derived from a solid and sufficiently broad knowledge base of theory, research, and/or practice

Sample Textbook Chapter

Yi-Tong Ma



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