

INSTRUCTIONS FOR AUTHORS

The *Journal of College and University Law* is a publication of the National Association of College and University Attorneys (NACUA). It is a refereed, professional journal specializing in contemporary legal issues and developments important to postsecondary education.

Manuscripts

The *Journal* publishes articles, commentaries (scholarly editorials), and book reviews. Experts in the law of higher education review all manuscripts.

Manuscripts should be submitted electronically via a Microsoft Word document. **Please use this [MSWord template](#) to format your article** (this is an adapted version of the law review template by Eugene Volokh). Footnotes should reflect the format specified in the 21st edition of A Uniform System of Citation (the “Bluebook”). **Note:** The MSWord template will download to the bottom of your browser.

- The author/s should provide the position, the educational background, the address and telephone number of each author in the email transmitting the manuscript.
- Each author is expected to disclose any affiliation or position—past, present, or prospective—that could be perceived to influence the author’s views on matters discussed in the manuscript. This should be included in the author footnote (asterisk not numeral footnote) on the title page. The asterisked footnote should contain the author’s name and institutional affiliation (if any). It may also include the author’s educational background. The editors reserve the right to edit the author footnote.
- Authors must include a short (3-4 sentence) abstract for their manuscript on the first page of the document.
- The second page should include a table of contents with each section heading in the article. The MSWord template linked above has instructions about how to create an automatically generated table of contents from your manuscript’s section headings.
- Please use section headings throughout articles and notes and any other submission longer than 5 pages. Please refer to the table of contents template for formatting of section and subsection titles.
- Please do not include any information for the editors in the manuscript document, instead send any additional information for the editors in an email to barbalee@oq.rutgers.edu.

Decisions on publication usually are made within six to ten weeks of a manuscript’s receipt; however, as a peer-reviewed journal, outside reviewers advise the Faculty Editors before they make the final publication decision, and this can prolong the process. The Faculty Editor makes the final publication

decision. The *Journal* submits editorial changes to the author for approval before publication. The Faculty Editor reserves the right of final decision concerning all manuscript revisions. When an article is approved for publication, *the Journal* requires a signed License Agreement from its author(s), pursuant to which NACUA must be granted the first right to publish the manuscript in any form, format or medium. The copyright to the article remains with the author, while NACUA retains all rights in each issue of the Journal as a compilation.

PLEASE NOTE: As indicated in Bluebook 21st edition, the author footnote should be an asterisk and not a number. Please be sure that your submission complies with this rule, otherwise your footnote references could be compromised in the editing process. **All authors are responsible for making corrections to their footnotes after the copy editing process.**

Submission Instructions for the Journal of College and University Law:

Authors should use the simple submission instructions indicated herein

After following the author guidelines, please attach your manuscript as a Word document (.doc or .docx) to an email to barbalee@oq.rutgers.edu with the subject "Manuscript Submission."

- Please be sure to include (in the body of the email and/or in the manuscript itself) a short abstract (3-4 sentences).
- In the body of the email, please disclose if you have been in contact with any of the authors cited in your manuscript about this paper to ensure the integrity of the peer-review process.
- Note: The JCUL editors assume the person who submitted the manuscript is the corresponding author of the manuscript unless specifically noted in the email. All correspondence will be with the corresponding author.

You should receive acknowledgement of receipt of your manuscript within one week of submission; if you do not, please follow up by replying to your submission email (double check the email address is correct) to ensure it was received.

Student Submissions:

Law or graduate students who submit manuscripts to JCUL should include in their submission a note from a faculty member (who has read their submission) recommending the paper for publication.

Upon deeming the manuscript appropriate for the journal, the student author is paired with a mentor reviewer who is an expert in higher education law. The reviewer will read the manuscript and offer comments and suggestions for improvement. Upon receiving the review, the editorial team will determine

whether the note should be accepted for publication (as is or upon the meeting of certain conditions), should be revised and resubmitted for another formal round of expert review, or should be rejected. Some mentors offer to work with students directly on revising and resubmitting or on meeting the conditions for acceptance. The decision is left to the reviewer and the author on whether to work together in this way.

If you have any questions about our process (before or after submission) please feel free to contact the editorial team at barbalee@oq.rutgers.edu.