

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.
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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.

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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

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