



## *The Learning Assistance Review* CALL FOR MANUSCRIPTS

**We are currently accepting manuscripts for Volume 28, #3 Winter 2024 (Publishing in April 2024). For first consideration, manuscripts are due on January 15, 2024.**

As an official National College Learning Center Association (NCLCA) publication, *The Learning Assistance Review* (TLAR) seeks to foster communication among higher education learning center professionals. Its audience includes learning center administrators, teaching staff, professional or student worker tutors, consultants, mentors, faculty members, and administrators interested in improving post-secondary students' learning skills. TLAR is available free of charge to all NCLCA members.

NCLCA defines learning centers at higher education institutions as interactive academic spaces that reinforce and extend student learning in physical and virtual environments. These environments offer comprehensive support services and programs to enhance student academic success, retention, and completion rates by applying best practices and learning theories while addressing student learning needs from multiple pedagogical perspectives. Staffed by professionals, paraprofessionals, faculty, and trained student educators, learning centers are designed to reinforce the holistic academic growth of students by fostering critical thinking, metacognitive development, and personal academic success.

TLAR aims to publish scholarly articles and reviews that address issues of interest to a broad range of academic professionals. Primary consideration will be given to program design and evaluation articles, classroom-based research, applying theory and research to practice, innovative teaching strategies, student assessment, and other topics that bridge the gaps within our diverse and growing profession.

The journal is published three times a year. All submissions are subject to a masked, double-blind review process. Administrators use their published work to continue the growth and development of the learning commons space on campus. In contrast, faculty may use their publications toward promotion and tenure at institutions where student success initiatives are rewarded as part of the process.

### **Categories for Submission**

#### **Articles**

TLAR will accept manuscripts that address our purpose: to publish scholarly articles and reviews that address issues on program design and evaluation, classroom-based research, the application of theory and research to practice, innovative teaching and tutoring strategies, student assessment, etc.

TLAR will accept manuscripts following all four article types outlined in the *American Psychological Association* Manual: an empirical study and articles on review, theory, and methodology.

#### **Book Reviews**

Potential book reviewers are urged to contact the editorial team for details.

## Manuscript Guidelines

Manuscripts must follow the *American Psychological Association Publication Manual* (7th ed.). **Submissions must comply with APA 7 style to be returned to the author(s).** Manuscripts must be original and not duplicate previously published works or articles under consideration for publication elsewhere.

The body of the manuscript should be at most 45 pages, including all references, tables, and figures. Longer articles will be considered if the content warrants it. The authors are responsible for the accuracy of all citations and references and for obtaining copyright permissions as needed. The only acknowledgments that will be published will be those required by external funding sources.

## Submission Guidelines

Submission packets must include the following:

- The original manuscript.
- A blind manuscript – in other words, scrubbed of the author's name(s) and institution.
- An abstract of 100 words or less.
- Figures and tables in adherence to APA 7 style are provided in the appendix per APA guidelines.

## Preparing Your Manuscript for *The Learning Assistance Review*

### Removing Identifying Information from Your Manuscript

Authors are responsible for removing any information from their manuscripts that could reveal their identities or affiliations. Masking a manuscript requires some revision, so *The Learning Assistance Review* suggests the following masking procedures to make the process easier.

### Where does identifying information appear?

- APA title page
- Location names
- IRB statements
- Self-citations of prior work

### APA Title Page

Masking the title page is easy - omit identifying information. The title page should contain three pieces of information:

- Running head
- Article title
- Date of submission

### Mask Location and Affiliation

Authors should perform a word search of their manuscript for location and make revisions.

### Example:

"These data were collected from students using the services of the Bear CLAW (Center for Learning and Writing) at Missouri State University..."

### Consider:

"Data were collected from students using the learning center services of a school in the Midwest."

## Mask University Affiliation in Statements of IRB Approval

This one's an easy one to miss, so check it carefully:

### Example:

"This research was approved by the Missouri State University Institutional Review Board..."

### Consider:

"The Institutional Review Board approved the research as this institution."

## Mask Self-Citations

Self-citations are best masked by leaving the names but ensuring that you use the third person to discuss the work.

### Example:

"In our evaluation of the supplemental instruction model, **we** found that five visits resulted in final grades that were a quarter step higher than their peers (**Frizell, Bailey, Coleman, & Jimenez, 2022**)."

### Consider – the third person:

"In **their** evaluation of the supplemental instruction model, **Frizell, Bailey, Coleman, and Jimenez (2022)** found that five visits resulted in a final grade a quarter step higher than their peers."

## Masked Reference List

### References

Frizell, M. (2022). Course mentoring versus supplemental instruction: What works – and what doesn't. *The Learning Assistance Review*, 27(2), 3-13.

Author. (2021). [Title omitted for blind review]. Unpublished manuscript.

## Removing Hidden Meta-Data

### Windows Office 2007, 2010, 2013

Please note that changes made during this procedure cannot be reversed. Therefore, we advise you to make a copy before proceeding.

- **Word 2007**
  - Open your Word document and click the **Office Button** (logo icon in the upper left corner).
  - Select **Prepare** from the drop-down menu, and then click **Inspect Document**.
- **Word 2010, 2013**
  - Click on the File tab in the upper left of the Word ribbon.
  - From the center of the open document page, click on the box (center of page) for Prepare to Share and then choose the Inspect Document option.
- **Word 2007, 2010, 2013**
  - The Document Inspector box will open and present options for what data types to be scrubbed.
  - Check Comments, Revisions, Versions, Annotations, Document Properties and Personal Information, Custom XML data, and (d) Hidden text.
  - Do not check the fourth option for Headers, Footers, and Watermarks because it will remove page numbers. Instead, headers and footers should be checked manually.

- **Macintosh – Office 2004 / Office 2008**
  - Open your Word document
  - Select Preferences from the Word drop-down menu
  - Select Security
  - Select "Remove personal information from this file on save."

Please send your submissions, questions, and comments to [TLAR@MissouriState.edu](mailto:TLAR@MissouriState.edu)

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### **Review Process**

The editor of *TLAR* will determine the suitability of submitted manuscripts for publication in *TLAR*. Accepted manuscripts will then be forwarded to the editorial board for peer review. Authors will then be notified regarding the status of their articles and will receive recommendations and feedback, usually within 4-6 weeks. Manuscripts are accepted on a rolling basis.

As part of the reviewing correspondence, authors will be electronically sent the reviewers' rankings and general comments on one document and all the reviewers' contextual markings on one manuscript. Manuscript author(s) must agree to make the required revisions and resubmit the revised manuscript electronically by setting deadlines. Manuscript author(s) must abide by editorial revision decisions.

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