



Stop Procrastinating: Five Easy Steps to Start Writing a JCHE Article

*(For Those Who Have Been Thinking
About It Too Long)*

Journal of Continuing Higher Education (JCHE)

Dr. Walter Pearson, Co-Editor

Katherine Lyons, Co-Editor

The presenters

- Walter Pearson, Co-Editor of the *Journal of Continuing Higher Education*
 - Served as Dean at Loyola University Chicago, Lewis University, and St. Edward's University and as Associate Dean at Simpson College
 - Active in ACHE for over 25 years
- Katherine Lyons, Co-Editor
 - Served at Iowa State University, University of Arizona, Grandview University
 - Edited *Academic Athletic Journal*

JCHE publishes



Published online
& paper version:

March

July

November



Articles published
via double-blind peer
review:

Research Articles

Ideas in Practice



Recurring columns:

Distance Learning

Prior Learning Assessment

Notes and Trends



Book reviews

About JCHE

Evollution partnership with ACHE

“Evollution is an online newspaper that publishes articles from thought leaders across the higher education industry for the benefit of all of the industry’s stakeholders, from presidents to provosts to deans to faculty to students to employers and government officials.”

- No peer review
- Quicker to publish
- More open format

Contact Shauna Cox: scox@evollution.com

Our JCHE readership

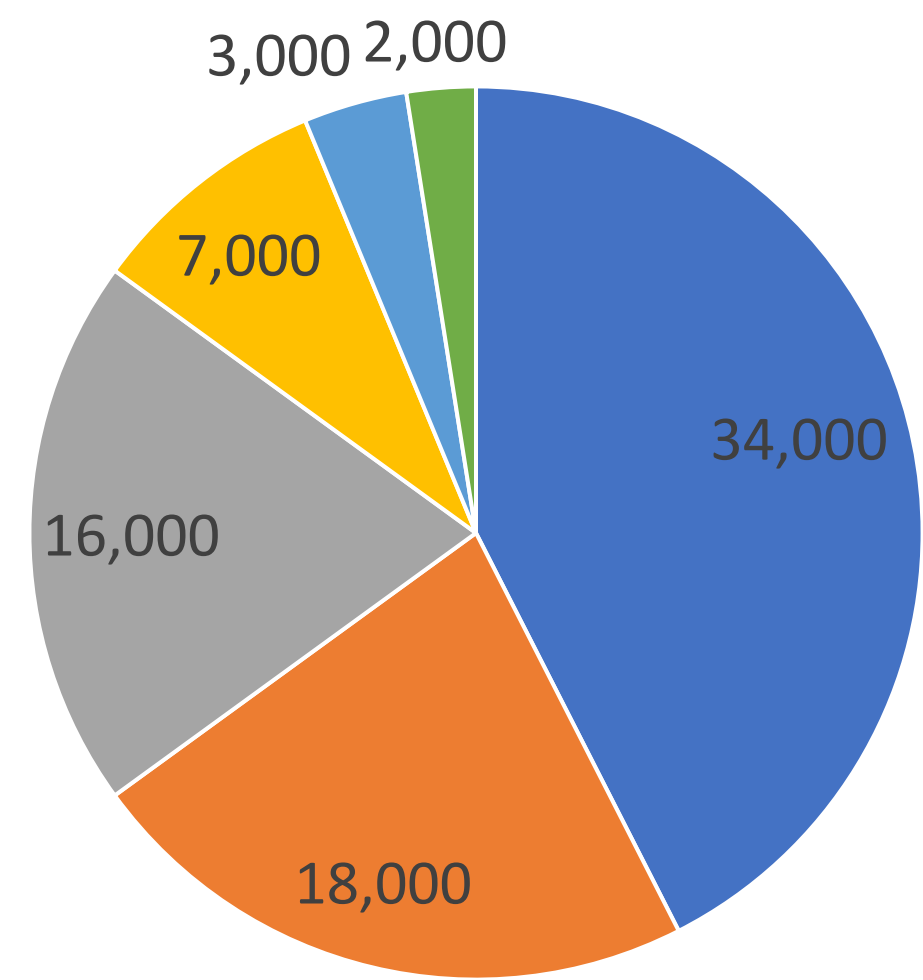
- In adult-serving institutions in the U.S., Canada, and the world
 - Administrators
 - Staff (advisors, financial aid, program)
 - Faculty
- Continuing education practitioners
- Adult education faculty and students

A focus on practitioners



World-wide
impact

Downloads across the world

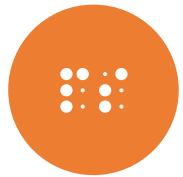


- North America
- Asia
- Europe
- Australasia
- Africa
- Other

Our articles

- JCHE serves the leaders, administrators, faculty, and staff who work with adult/nontraditional/post-traditional students or provide continuing education within higher education.
- Often these students are employed, and they study online, attend as commuters, and come as transfers.
- They are served through credit and noncredit offerings in both traditional and innovative formats (e.g., online, off-campus, accelerated).

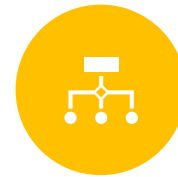
Research articles



No more than
7,000 words



An abstract of
250 words



5 - 6 keywords

Examples of research articles



Prior learning
assessment



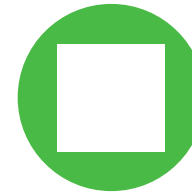
On-line learning



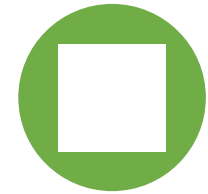
Recruiting adult
learners



Creative efforts
to serve adult
learners



Continuing
education
programs



Serving veterans

Ideas in Practice articles



Submit up to 4,000 words.



Ideas in Practice articles contain descriptions of new, innovative, and successful programs or practices.



The programs or practices should be replicable and of significance to the profession. Authors must include an example of how to replicate.



We welcome a literature base for the articles in this category.

Examples of Ideas in Practice articles



Improving quality
in online courses



CE business
incubator



Discussion
boards



Leadership
development



Team member
exchange



Using Open
Educational
Resources

Book Reviews



Is the new book worth acquiring?

1000-1200 words



Mostly a summary of the contents of the book



Discussion critically assesses the book's quality and usefulness for various audiences:

- Push the boundaries of the field.
- Question stagnant positions and promote promising ones.
- Locate a book within current perspectives and issues.
- Challenge conventional criteria for judgment where necessary.

Preparing to write

Getting started

BETWEEN FRIENDS



THE STRATEGY:
PARK YOURSELF IN
YOUR COMPUTER CHAIR
UNTIL
YOU'RE
DONE



THE ACTION:
KEEP TYPING!
TYPING! TYPING!



THE RESULT:
;TYPE: INSTAGRAM
;TYPE: AMAZON ;TYPE:
TWITTER



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BRUNDA 11-29-21

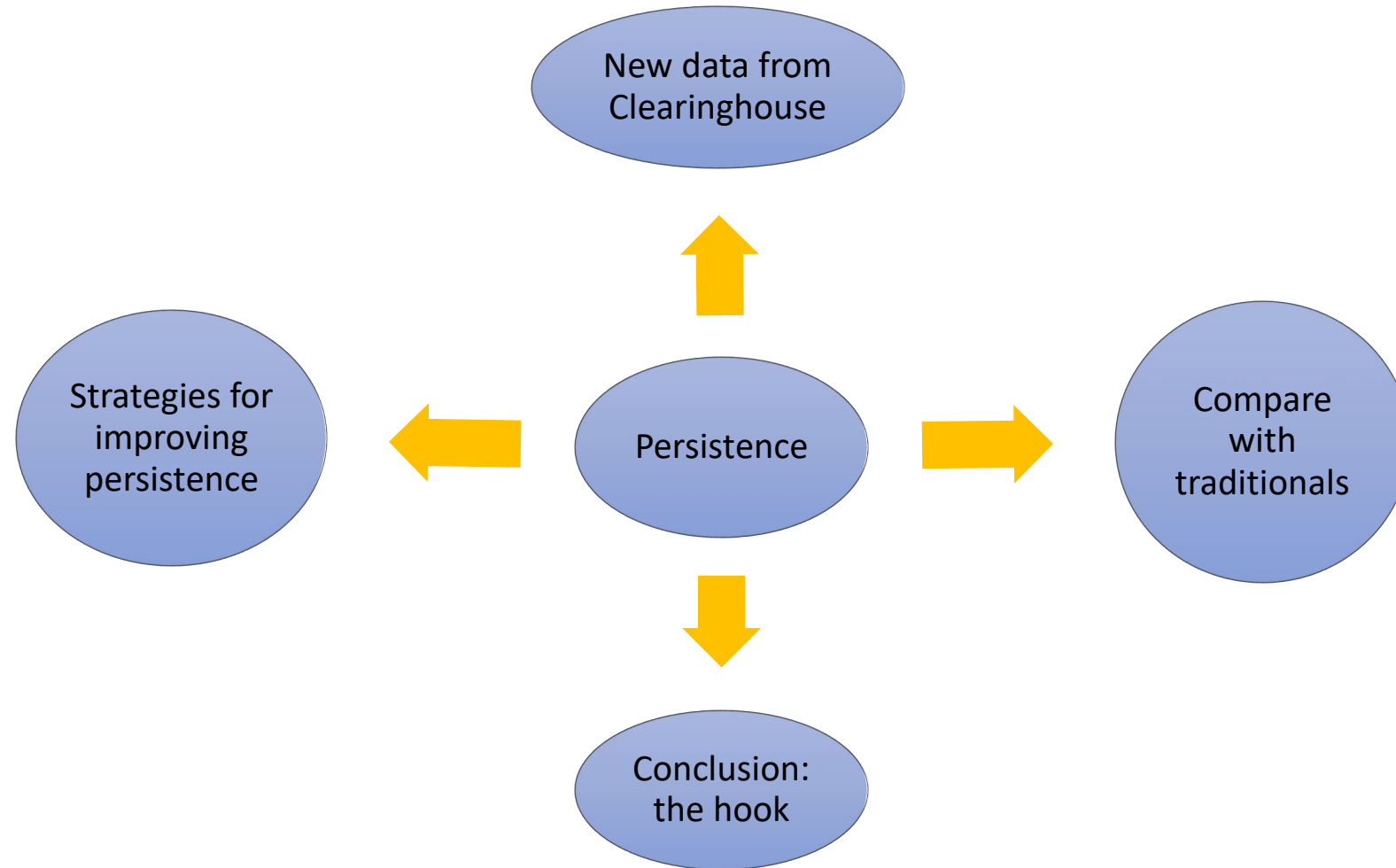


How do you overcome procrastination?

- Use a timer: Think/read/write for 30 minutes every day.
- Do your research first.
- Use a mind map.
- Write gibberish first to overcome “blank page syndrome.”
- Write a *very imperfect* first draft.
- Aim for 90% in the next drafts: Perfection is not the goal.
- Ask who needs the document and what they want.
- Discipline yourself: Block Facebook, Twitter, LinkedIn, etc.
- Remove options: Don’t play with fonts or formatting.
- Talk to your colleagues, mentors, and advisors.
- Remind yourself why you are writing.

<https://www.writing-skills.com/11-ways-stop-procrastinating-get-writing>

Using a mind map



Thinking about what to submit

What have you been thinking about *but* have been delaying?

- How could you pursue this?
- What are the issues?

Your topics

Working up a topic



1. Look over the articles published on that topic in the last 10 years in JCHE (Google Scholar).



2. Find areas which have not been addressed or where you disagree with the approach.



3. Talk with colleagues, mentors, advisors.



4. Reach out to the editor or a member of the editorial board.

Five steps for writing

Step 1: Develop the topic

- The exact formulation is likely to change as you write.
- How will this be of interest to our readers?

Step 2: Search the literature

- Use Google Scholar.
- Find the pieces of literature that are (even somewhat) on point.
- Gather everything electronically. Access through a good library is essential.
- Keep notes and quotes in a folder (OneNote and OneDrive are excellent for this purpose).
- Spreadsheets are a useful tool for summarizing and organizing.

Step 3: Gather your data

We are completely agnostic on the method of research:

- Quantitative
- Qualitative
- Mixed methods

Work toward clear conclusions: Interpreting data is a central skill.

Step 4: Write

- Outline
- Abstract (*changes are inevitable*)
- Materials and Methods: How did you conduct your research? Describe the sample? What is your process of analysis?
- Results: Here are the data. What does your analysis of the data say?
- Discussion: What does this mean? What did we learn?
- Re-work the abstract, *then* write the introduction and conclusion.

Step 5: Revise

- Revise for clarity and conciseness.
- Revise again for grammar and punctuation.
- Revise again for APA 7 compliance in citations and reference list.
- Get feedback from trusted colleagues, mentors, and advisors.

Now you're ready to submit your article for review!

Moving a thesis to a journal
article

Shorten the length of your thesis

- Treat your thesis as a separate work.
- Paraphrase, but do not distort meaning.
- Select and repurpose parts of your thesis.

<https://scientific-publishing.webshop.elsevier.com/publication-process/how-to-write-a-journal-article-from-a-thesis/>



Tighten up

- Reformat the introduction as an abstract: Shorten the introduction to 100-150 words, but maintain key topics to hold the reader's attention. Use the introduction and discussion as basis for the abstract.
- Modify the introduction: If your thesis has more than one research question or hypothesis and not all are relevant for your paper, consider combining your research questions or focusing on just one for the article.
- Tighten discussion of Methods: These reviewers know the methods.
- Limit the number of references: Choose the most relevant and recent sources, and format them using APA7.

Results and discussion

- Report main findings in Results, clearly and concisely.
- Begin by providing an interpretation of your results: “What is it that we have learned from our research?”
- Do not repeat your results in the Discussion section:
 - Situate the findings to the literature: Discuss how your findings confirm, dispute, or expand on previous perspectives.
 - Briefly present ways in which future studies can build upon your work.
 - Address the limitations of your study.

JCHE review process

Double-blind review: The reviewers don't know who you are



1. Each member of the editorial board completes 2-3 reviews per year.



2. The editor receives articles, transmits them to reviewers, and sets review deadlines.



3. Reviewers return a review sheet and frequently provide a marked-up document.



4. Revisions, when required, go back to the reviewers, who take another look and make suggestions to the editor.



5. The entire process usually takes at least 6 months.

Criteria used by reviewers

- Relevance to audience
- Significance of topic
- Timeliness of topic
- Significance to practice
- Clarity of presentation
- Adequacy of background
- Adequacy of literature review
- Quality of research design
- Quality of analysis and results
- Adequacy of discussion
- Adequacy of conclusions
- Thoroughness in addressing the topic
- Organization of content
- Writing style
- Maintenance of reader interest

Acceptance/Rejection

- We accept for publication about 40% of our submissions:
 - Accept As Is (a rare occurrence)
 - Revise – These drafts go back to authors and, once revised, then again to reviewers.
 - Reject – These articles are not accepted because of the research or writing, or (most commonly) because the article is out of our scope of publication.
- What gets a paper rejected?
 - Ignoring our call for papers: Out of scope
 - Unsound research
 - Not being of sufficient interest to our readership
 - A formidable level of writing errors

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Submitting an article to JCHE

How to submit



Submit via Submission Manager at
<https://rp.tandfonline.com/submission/create?journalCode=UJCH>



First MS Word document: author information (contacts for all authors & designation of the corresponding author), abstract, keywords, manuscript, acknowledgments, declaration of interest, reference list, tables, and figures

Second MS Word document: blinded copy with abstract, keywords, manuscript, acknowledgments, declaration of interest, reference list, tables, and figures



Follow the guidelines on
<https://www.tandfonline.com/action/authorSubmission?show=instructions&journalCode=ujch20>

What JCHE needs

- Title page
- Abstract
- Keywords
- Main text introduction
- Materials and Methods
- Results
- Discussion
- Acknowledgments
- Declaration of interest statement
- References: use the format in the Publication Manual of the American Psychological Association (APA 7)
- Tables and Figures with captions, on individual pages

The abstract

- Less than 250 words
- Comprised of one or two paragraphs
- Overview of the entire paper without going into specifics
- As a quick reference, efficiency favored over style and tending to lack personality
- IMRaD elements: Introduction, Methods, Results, and Discussion
 - Your hypothesis or research question
 - Analytical methods you used to collect your data
 - One or two sentences summarizing the results of your analysis and the conclusions
 - Implications of the research

<https://bit.ly/3su3qhx>

The abstract in APA 7

- Write the word “Abstract” at the top of the page, centered, and in a bold font.
- Set page margins at 1 inch.
- Double-space your text, justified.
- Don’t indent the first line.
- Keep your abstract under 250 words.

Keywords in APA 7

- Label the section as “Keywords:” in *italics*.
- Write the keywords on the same line as the label.
- Use lower-case letters.
- Use commas, but not conjunctions.

Blinded copy

- Take out the author information page.
- Remove any mention in the text that would allow reviewers to know the identity of the authors.
- Refer to the institution as, e.g., “Midwestern research university” or “West coast private liberal arts college.” (This same construction is also needed in the non-blinded copy.)

References

- Submit in any style or format, so long as a consistent scholarly citation format is applied. We use APA 7 for the published version, so we prefer submissions in APA 7.
- Author name(s), journal or book title, article or chapter title, year of publication, volume and issue (where appropriate), and page numbers are essential.
- All bibliographic entries must contain a corresponding in-text citation: Search in MS Word.
- We recommend the use of DOI (Digital Object Identifier) numbers.

Authors

- All authors of a manuscript should include their full names and affiliations on the cover page of the manuscript.
- Include ORCID and social media handles (Facebook, Twitter, and/or LinkedIn).
- One author needs to be identified as the corresponding author, with that person's email address normally displayed in the article PDF and the online article.
- Authors' affiliations are the affiliations where the research was conducted.

Questions?

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Submissions?

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<https://rp.tandfonline.com/submission/create?journalCode=UJCH>