GradEdge: Guidelines for Submission

Publication Schedule:
- January (*Deadline for Article Submission:* December 15)
- April (*Deadline for Article Submission:* March 15)
- July (*Deadline for Article Submission:* June 1)
- October (*Deadline for Article Submission:* September 15)

Publication Date: First full week of the month

Publication Format:
- HTML version on CGS website
- PDF download with *GradEdge* header at top of the document.

Formatting:
All submissions should be in the following format:
- Garamond 11.5 pt
- Spacing at 1.15
- Margins of 1 inch
- References in APA
- Figures, Tables, and Photos as .jpg or .png

Audiences:
GradEdge is primarily distributed to graduate deans and graduate school staff at CGS member institutions in the U.S., Canada, and globally and is intended to be a resource and professional development tool for this community. However, CGS also shares articles in the current issue of *GradEdge* via its website, social media accounts, and other newsletters. It may reach a broader audience that includes faculty, staff outside the graduate school, policymakers, graduate students, disciplinary societies, and funders of graduate education.

Style:
- Subheadings are encouraged
- Use active voice whenever possible
- Use short paragraphs
- Use concise, engaging language and avoid jargon

Length Guidelines:
- Research article (1,250-2,500 words)

- Opinion piece or reflective essay (1,000-2,500 words)
- "In My Toolbox" (brief article highlighting a strategy or tool) – (1000 words maximum)
- Advocacy Corner –strategies for making the case for graduate education from the desk of the graduate dean (500 words)

Guide to Authors:

1. **Is the topic important and timely?** Does it quickly establish why the topic is one that graduate deans and/or graduate school staff should care about?

2. **Does the article provide information or guidance of broad interest to CGS member institutions** or to a subsection of members (e.g. master's institutions)? If your article describes programs and activities at a specific university or universities, please be sure to indicate what other institutions can learn from your experiences.

3. **Does it provide data, evidence, and/or clear reasoning to support its points?**

4. **If the article describes a research initiative, does it briefly acknowledge previous relevant research?** Note: an extensive literature review is not necessary or appropriate for *GradEdge.*

5. **Is the writing concise, engaging, and accessible to a broad audience?** (Jargon should be avoided.)

6. **Does the article leave room for debate and discussion?** If the article is an opinion piece, does it respectfully acknowledge and/or engage conflicting perspectives?

Review Process:

1. Author submits article to CGS.

2. CGS editorial staff reviews article and provides comments and suggested edits. The author may be asked to make additional edits to meet publication criteria.

3. CGS publishes the article in the first issue for which deadline is met. In certain circumstances, CGS may choose to delay an article to a later issue in order to ensure diversity of articles in a particular issue.

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