Excellence in Higher Education
Instructions for Authors and Guest Editors

General Instructions

Contributors should submit an editable, electronic version of an original manuscript that has not been published and is not under consideration elsewhere. The *Excellence in Higher Education* (*EHE*) Journal follows the style and citation guidelines in this document. For all other style and citation questions, you should refer to *The Chicago Manual of Style*, 16th Edition B (a link to *The Chicago Manual of Style* online website can be found at: http://www.chicagomanualofstyle.org).

Acronyms or abbreviations should be written out at first mention in the text--for example, World Health Organization (WHO). Include the first name or first initial of an author the first time the name is mentioned in the text. **Standardization** throughout the manuscript (MS) is a must. The following list comprises several standards unique to this journal:

- **Grade levels:** we would like you to use "Grade 1," "Grade 2," or "Grades 2 and 3" instead of "8th grade" or "sixth grade."
- For **foreign terms** in the body of the text, use *italics*. Translations of foreign terms should follow in parenthesis, for example: . . . this refers to the so-called *erji xueyuan* (the second-tier colleges), *duli xueyuan* (independent colleges), and *fenxiao* (branch campuses).
- Be sure to follow *The Chicago Manual of Style* requirements for when to spell out **numbers** and when to use Arabic numbers throughout the MS. Numbers 1-10 should be spelled out, while numbers 11 or above should be in Arabic numerals. The only exception to this rule would be if numbers are used as percents as in the case of "3 percent" or "9.5 percent;" it could not be written as "three percent."
- When referring to chapters in the body of the text use Arabic numerals by typing "Chapter 1" or "Chapters 3 and 15" rather than "Chapter One" or "Chapters Three and Fifteen."
- Use an initial capital letter when referring to "Whites," "Blacks," "African Americans," etc.
- The spelling out of the number preceding the word "century." For instance, use "nineteenth century" rather than "19th century."
- Em-dashes—like those that set off this phrase—should be typed as two hyphens with no space on either side.
- Use the hyphen "-" rather than the "–" in between page numbers, years, and other numbers in the text.
- Number **Tables and Figures** according to chapter and then figure or table number (e.g., Table 1.1 for Table 1 in Chapter 1, and so on). In the text, refer readers to Table 1.1 (or Figure 2.3) rather than giving page numbers or using general terms such as "above" or "below." Reference all tables and figures in the body of the text.
- **Foreign currencies:** Currency types should follow the amount provided in the body of the text (e.g., Chinese renminbi should be written as such: 5,300 RMB and not ¥5,300). When using currency symbols (e.g., $, €) the text should read "US$100" or "€100" instead of "$100," "100 dollars," or "100 Euros."
- Use "PhD" rather than "Ph.D." and "MA" rather than "M.A."
- Years should be written as "1990s" and "1970-1980" rather than "1990's" and "1970-80."
- For **parentheses**, three sorts of symbols are commonly used to group mathematical expressions: parentheses (), brackets [], and braces {}. They are used in pairs, and their normal order is {[()]} (refer to CMS 5th Ed., 14.25 Common Delimiters or Fences).
- When **using parentheses and brackets in the body of the text for non-mathematic purposes**, the order should be ([]). An example of this would be (Organisation for Economic Co-operation and Development [OECD] 2008).
- Each contributing author should include a brief author bio in no more than 150 words. The descriptions should include each contributor's affiliation and/or profession. Each contributor must approve and agree to this description.

References

References to books, monographs, articles, and statistical sources must be identified within the text by the author's family name, publication year, and pagination, where appropriate. When the author's name appears in the text, cite thus: Ivan Illich (1971). When the author's name does not appear in the text, cite thus: (Illich 1971). When citing pagination for a quote or specific reference, use this style: (Noah and Eckstein 1969, 26). When a source has two authors, give both names; if there are three or more authors, use "et al." (Bray et al. 2007). For institutional authorship, cite thus: (UNAIDS 2007, 96). Distinguish more than one reference to an author in one year by using lowercase letters (a, b) attached to the publication year: (2001a). Enclose a series of up to three references within parentheses, separated by semicolons. List all references chronologically, then alphabetically (Zhang 1995; Rust 2000; Stromquist and Monkman 2000). At the end of the manuscript, list sources alphabetically by author and, within author, by publication year. The following style examples are provided as a guide for article reference sections:

Edited Book

Bray, Mark, Bob Adamson, and Mark Mason, eds. 2007. *Comparative Education Research: Approaches and Methods*. Hong Kong: Comparative Education Research Centre (CERC).

Paulston, Rolland G., ed. 1996. *Social Cartography: Mapping Ways of Seeing Social and Educational Change*. New York: Garland Publishing.

Stromquist, Nelly P., and Karen Monkman, eds. 2000. *Globalization and Education: Integration and Contestation across Cultures*. Lanham, MD: Rowman & Littlefield Publishing.

Published Book

Altbach, Philip G., and David Engberg. 2001. *Higher Education: A Worldwide Inventory of Centers and Programs*. Phoenix: The Oryx Press.

Chapter in an Edited Book

Ogbu, John U. 1978. "Immigrant and Involuntary Minorities in Comparative Perspective." In *Minority Status and Education*, ed. Margaret A. Gibson and John U. Ogbu. New York: Academic Press.

Yang, Rui. 2009. "International Organizations and Asian Higher Education: The Case of China." In *International Organizations and Higher Education Policy: Thinking Globally, Acting Locally?*, ed. Roberta Malee Bassett and Alma Maldonado-Maldonado. New York: Routledge.

Book with Multiple Editions or Volumes

Bell, Daniel. 1999. *The Coming of Post-Industrial Society: A Venture in Social Forecasting*. 2nd ed. New York: Basic Books.

Article in a Journal

Adams, Don, and Joseph P. Farrell. 1969. "Societal Differentiation and Educational Differentiation." *Comparative Education* 5 (3): 249-262.

Citation Indicating More Than One Publication Within the Same Year by an Author

Hawkins, John N. 2000a. "Centralization, Decentralization, Recentralization--Educational Reform in China." *Journal of Educational Administration* 38 (5): 442-454.

Hawkins, John N. 2000b. "Redesigning the U.S.-Japan Linkage." In *Transnational Competence--Rethinking the U.S.-Japan Educational Relationship*, ed. by John N. Hawkins and William K. Cummings. New York: State University of New York Press.

Newspaper

Allen, Mike, and Paul Blustein. 2003. "Unlikely Allies Influenced Bush To Shift Course on AIDS Relief." *Washington Post*, January 30, A1.

Dissertation or Unpublished Working Paper, Discussion Paper, etc.

Adefuin, Jo-Ann Yap. 2001. "Ethnic Identity Formation Among Filipina American High School Girls." PhD diss., Graduate School of Education and Information Studies, University of California, Los Angeles, USA.

Chapman, David W., and Jessica Jester Quijada. 2008. *An Analysis of USAID Assistance to Basic Education in the Developing World, 1990-2005*. EQUIP2 Working Paper. Washington, DC: USAID. Available online at: http://www.equip123.net.

Kaufmann, Daniel, Aart Kraay, and Massimo Mastruzzi. 2009. *Governance Matters VIII: Aggregate and Individual Governance Indicators, 1996-2008*. Policy Research Working Paper No. 4978. Washington, DC: World Bank. Available online at: http://www.worldbank.org.

Conference Paper Presentation

Bray, Mark. 2002. "Control of Education: Issues and Tensions in Centralization and Decentralization." Paper presented at the HKERA Annual Conference, Hong Kong, 28 June 2002.

Published Work by an Organization

Government of Uganda. 1992. *Government White Paper on The Education Policy Review Commission Report*. Kampala: Government of Uganda.

World Bank. 2011. *World Development Report 2011: Conflict, Security, and Development*. Washington, DC: World Bank.

Unpublished Work by an Organization

United Nations. 2008. "Indigenous Issues." UN Document A/63/427, United Nations, New York.

Work Available through a URL Citation

UNAIDS. 2008. *Indonesia*. Geneva: UNAIDS. Available online at: http://www.unaids.org.