



## Call for Manuscripts

The Consortium for Student Retention Data Exchange (CSRDE) at the University of Oklahoma invites you to submit a manuscript for consideration as a chapter in their publication, *Building Bridges for Student Success: A Sourcebook for Colleges and Universities*. The *Sourcebook* is an electronic, dynamic document that provides higher education practitioners and researchers with resources for practices and factors that influence student success (<https://csrde.ou.edu/sourcebook>). It will expand and grow over time to reflect the changing climate and needs of students and higher education institutions.

The purpose of the *Sourcebook* is to examine the bridges that institutions can build between activities, functions, and programs that enhance student success. It provides a collection of an ever-expanding body of knowledge within the higher education community that focuses on improving student success at our institutions. The current *Sourcebook*, with sections on Effective Programs, Unique Groups, Assessment Tools and Techniques, Case Studies, and Faculty Engagement has chapters that cover a broad range of topics in academic and cocurricular learning while also maintaining a core focus on student success.

This is your opportunity to share your expertise and best practices at your institution related to increasing student success. The five Parts of the *Sourcebook* illustrate the scope of its current contents. We also seek to expand this scope to increase the depth of discussion on some topics and to include new initiatives and other topics not currently covered in the *Sourcebook*. These include topics such as:

- Research on programs and initiatives in- and outside the classroom intended to improve retention and student success
- Programs and initiatives targeting student success beyond the first year, including transfer student success
- Using noncognitive and behavioral assessments to help inform programs and initiatives
- Two-year college student success: Retention and success issues of students who have widely differing goals and living circumstances

Manuscript submissions are made online, and follow a standard review process for acceptance. The following information will assist you in the submission process:

- Description of review and submission process (see below)
- [General Style Guide](#) for manuscript submission
- Description of [Sourcebook Parts](#)

If you have any questions, please contact CSRDE at 405-325-2158 or [csrde@ou.edu](mailto:csrde@ou.edu).

Sincerely,

Julie Noble, PhD  
Editor

## Submission Process

1. Read and follow the [General Style Guide](#) for completing your manuscript, tables, figures, and abstract.
2. Review the information (see below) you will need to provide with your manuscript.
3. Go to the [manuscript submission site](#). Create an account as needed. Complete the information, upload your manuscript, original figures (as needed), and abstract. Be sure to remove identifying information from your manuscript before uploading.

## Information Needed With Your Manuscript

1. Complete contact information
2. Three descriptors that describe manuscript:
  - Academic advising
  - Data, technology, and methods
  - Faculty teaching excellence and learning engagement
  - Financial aid
  - First-year student success
  - Graduate student success
  - Institutional effectiveness
  - Learning and curricula
  - Noncognitive characteristics of students
  - Online and distance students
  - Student success programs and initiatives
  - Success and unique groups/needs
  - Success beyond the first year
  - Theoretical models of student retention and success
  - Transfer student success
  - Two-year colleges
  - Other
3. Part of *Sourcebook* where you think the manuscript best belongs. For Part descriptions, see the [Sourcebook Overview](#).
  - Effective Programs
  - Unique Groups
  - Assessment Tools and Techniques
  - Case Studies
  - Faculty Engagement

## Review Process for *Sourcebook* Manuscript submissions

1. CSRDE will send the manuscript to the Editor, who will conduct an initial review of manuscript for appropriateness for publication in the *Sourcebook* and consistency with Guidelines. If the Editor determines it is appropriate and is consistent with the Guidelines, he/she will send it to an Associate Editor. If the Associate Editor feels the manuscript would be more suited in another Part of the book than the one identified by the author, he/she will contact the Editor, who will correspond with the author to negotiate the Part of the *Sourcebook* that will be most appropriate.
2. The manuscript will be reviewed by an Associate Editor plus at least two reviewers who will not know the identity of the author ([see review form](#)). Reviewers will have 45 days to review the manuscript. Using the comments of the reviewers as a guide, the Associate Editor will determine that:
  - a. The manuscript be accepted, with minor changes or modifications/adjustments requested by the Associate Editor
  - b. The author(s) be asked to revise and resubmit, or
  - c. The manuscript not be selected for inclusion.
3. If the manuscript is accepted by the Associate Editor for inclusion in the *Sourcebook*, the Associate Editor will notify the author(s) and work directly with them to make needed changes. This may include revising the manuscript to fit in the most appropriate Part of the *Sourcebook*. All revisions should be completed within 30 days of notification, including any needed back and forth revisions. Once the concerns of the reviewers and Associate Editor are addressed, the Associate Editor will send the manuscript to the Editor for final approval. Once the manuscript is accepted by the Associate Editor (with any requested revisions) and approved by Editor, the Associate Editor will notify the author and CSRDE, who will be responsible for having the manuscript copy edited in collaboration with the Associate Editor. The author(s) will be required to submit a signed [Author Agreement](#) prior to copy-editing of the manuscript.
4. If the author is asked to revise and resubmit the manuscript, the Associate Editor will notify the Editor, who will notify the author(s), including reviewers' comments. They will be encouraged to revise and resubmit their manuscript as a new manuscript, at which time it will be processed and reviewed as a new manuscript.
5. If the manuscript is not accepted for inclusion, the Associate Editor will notify the Editor, who will notify the manuscript author of the decision.
6. Concerns of the author are negotiated with the Associate Editor, with input by the Editor. Final decisions on appeals are made by the Editor.
7. Chapters will be added to the *Sourcebook* each April.