

IEM SPOTLIGHT MANUSCRIPT GUIDELINES

The *IEM Spotlight newsletter* is an online newsletter that is published three times a year by the Admissions and Credential Evaluation (ACE) Subcommittee of NAFSA's International Enrollment Management (IEM) Knowledge Community. The *IEM Spotlight* is intended for professionals engaged in all aspects of international enrollment management, including recruiting, admissions, advising, and English language preparation. Each issue features informative articles on credential surveys, critical enrollment issues, and the latest recruitment trends. The *IEM Spotlight* also includes engaging interviews with veterans in the field and career profiles of IEM professionals.

All members of the IEM community are welcome to submit articles and content for consideration. If you are interested in submitting an article, please contact Megan Prettyman, managing editor of the *IEM Spotlight*, at iemspotlight@gmail.com. Please follow the manuscript guidelines below.

MANUSCRIPT GUIDELINES

1. Provide your name, institution or agency, phone, and email.
2. Manuscripts must be submitted in Microsoft Word, double-spaced with 1-inch margins, and in 12-point Times New Roman font. Number the pages.
3. Manuscripts should be about 750 to 1,250 words in length. Keep paragraphs brief (no more than six to eight sentences).
4. Articles should be written in third person narrative only. Please do not use first or second person. For example, instead of "You have likely received questions from prospective students about tuition costs," say, "IEM professionals commonly receive questions from prospective students about tuition costs."
5. NAFSA uses the author-date style for in-text citations with the full references provided at the end of the article. Refer to the *Chicago Manual of Style* (17th edition) for reference style. Check the currency and accuracy of all URLs included or embedded in the manuscript. Footnotes are not allowed.

Sample References:

Edited volume:

Albrecht, Teri J., ed. 2015. *Crisis Management in a Cross-Cultural Setting: International Student and Scholar Services*. Washington, DC: NAFSA Association of International Educators.

Periodical:

Peterson, Mary. 1991. "Migration of Talent." *International Educator* 1, 2:16–17.

*Please note that full first and last names should be provided; initials are not sufficient.

6. All references cited in the text must be included in the reference list.
7. For abbreviations, spell out the term in full the first time it is used with the abbreviation following in parentheses.
8. Limit the use of the passive voice, intensifiers, and qualifiers (e.g., quite, really, absolutely, positively, probably, mostly, mainly, generally, usually, ordinarily, sort of, kind of, pretty much, a little, a bit).
9. Any images or figures in the manuscript must be provided in .jpg format. Number the images and provide instructions as to where they should appear in the article.
10. Secure permission for all copyrighted material—figures, models, tables—included in the manuscript. Supply all permission forms with the manuscript submission.