

## **Call for Authors: NAFSA's *Guide to Education Abroad for Advisers and Administrators, Fifth Edition***

### **Mission and Values**

NAFSA is the largest and most comprehensive association of professionals committed to advancing international higher education. Based in the United States, it provides programs, products, services, and a physical and virtual meeting space for the worldwide community of international educators. The association provides leadership to its varied constituencies through establishing principles of good practice and providing professional development opportunities.

Like other NAFSA publications, the *Guide to Education Abroad (GEA)* is produced with the belief that international education advances learning and scholarship, builds understanding and respect among different peoples, and enhances constructive leadership in the global community.

The *Guide to Education Abroad* is one of the foundational publications for professionals working in international education. It includes chapters on a range of broad topics relevant to the field, including advising, risk management, assessment and evaluation, marketing, and on-site program management. Each new edition has added relevant topics emerging in the discourse as well as updating some of the introductory information.

### **Important Note on New Edition**

The spring 2020 COVID-19 evacuation of students from around the world turned education abroad upside down. However, we know that education abroad will return again and the *Guide to Education Abroad* will serve as an important resource to IE professionals. While we will not ignore the impact of COVID-19 on our institutions, programs, and organizations, we encourage authors to consider framing practices and resources for education abroad in a post-pandemic world.

Recognizing the impact of Black Lives Matter movements and demands for racial equity, the *Guide to Education Abroad* will have an emphasis on supporting diverse students both at home and abroad as well as addressing practices to remove barriers to access for all students. Contributors are expected to write with a diversity and equity lens throughout all topics.

### **Job Description**

We are looking for qualified education abroad professionals to serve as chapter writers for the *Guide to Education Abroad's* fifth edition. Topics include education abroad advising; orientation; reintegration; study abroad office management; current research in the field; health, safety, and risk management; and developing and managing the various education abroad models. Proposals for new chapter topics also accepted.

### **Job Qualifications**

- We welcome either a mid-career professional with 8–12 years in the field of international education or newcomers to the field with 3–5 years of experience who meet other qualifications.
- Experience producing either a presentation (NAFSA regional or national, CIEE, Diversity Abroad, Forum, AIEA, etc.), article, master's thesis, graduate work, or communication pieces as part of job duties as an EA professional is encouraged.
- Working knowledge of the [NAFSA International Education Professional Competencies](#).
- Demonstrated knowledge of current issues in the field.
- Organized, with excellent time management and communication skills.

To find out more about writing or to nominate someone as an author, please contact the editorial team at [gea5thed@gmail.com](mailto:gea5thed@gmail.com).

### **Guidelines**

Chapter authors may recruit contributors for research assistance or other information, but chapter content must be written by a single author. These contributors will be acknowledged in publication. Maximum word count per chapter **must not exceed** 5,000 words.

Chapter content should be research-driven and include references to at least three current practitioner resources.

Chapter authors are expected to heed to the production schedule as follows:

- GEA chapter application and outline due to GEA editorial team ([gea5thed@gmail.com](mailto:gea5thed@gmail.com)) - September 8, 2020
- Confirmation from GEA editorial team - September 28, 2020
- Commit to writing chapter, sign contract with NAFSA - October 31, 2020
- Send first draft to assigned GEA editor - February 1, 2021
- Send second draft to GEA editor - March 31, 2021
- Completed final draft and author bio due to GEA editor - June 11, 2021

### **Audience**

The audience for the *Guide to Education Abroad* includes newcomers to the field and experienced education abroad professionals. Sections are designed to reach specific audiences from the following perspectives:

- Direct service (work directly with students)
- Management (manage staff who work directly with students)
- Strategy (director, SIO, associate provost)

Furthermore, the publication must be relevant to education abroad professionals around the world. Authors must be prepared to reference perspectives from various Carnegie level classifications (i.e., associate's colleges, doctorate-granting universities, master's colleges and universities, baccalaureate colleges) as well as public and private institutions, third-party organizations, etc., and those who work internationally to support education abroad students at host institutions or in programs.

### **Editorial Policies**

#### *Accuracy and Completeness*

- Copy should be accurate. NAFSA cannot assume responsibility for the accuracy of facts, figures, or names in submitted copy. Before submitting material, verify the spelling of names, titles, countries, and institutions.
- Use full names of organizations and agencies when first mentioned and provide abbreviations or acronyms in parentheses following. Abbreviate thereafter.
- Verify titles and quotations from printed sources.

- Ensure the submission is free of plagiarism and does not violate any copyright or other laws. Acknowledge credit to and, if necessary, obtain written permission from any persons and publications upon which the submission draws.

*Style and Format*

- Review the NAFSA Style Guide before submitting a draft.
- In matters of punctuation, abbreviation, capitalization, and so forth, follow the NAFSA Style Guide. For additional guidance, consult the *Chicago Manual of Style*, 16th or 17th edition.
- All writing is subject to editing for clarity, grammar, and length. Headings or subheads may be rewritten by the editor.

To find out more about writing, or to nominate someone as an author, please contact the editorial team at [gea5thed@gmail.com](mailto:gea5thed@gmail.com).

Applications can be submitted [here](#) via google forms.