Student Success - ***A journal exploring the experiences of students in tertiary education***
Author Guidelines

Focus

This journal provides the opportunity to disseminate current research and innovative good practice about students' tertiary learning experiences, which are supported by evidence. Researchers, tertiary and university teachers and educators and professional staff who are advancing student learning, success and retention are encouraged to submit.

The journal themes align with the STARS ethos (**Students, Transitions, Achievement, Retention** and **Success**):

Students – Who are they? What are their needs? What works for different cohorts? Strategies for broader social inclusion and increasing participation in tertiary education; participation of first nation peoples
Transitions – Pathways to tertiary education, transitions into (the first year experience), during (work integrated learning) and from tertiary education, including graduate employability and capstone experiences
Achievement – Strategies promoting student achievement including curricular and co-curricular reform, employability, gamification and simulation enhanced learning
Retention – Program, discipline, whole of institution, inter-institutional and sector collaborations designed to improve student retention, threshold skills and concepts
Success – Student engagement, technology enhanced learning, understanding students expectations and realities, psychological wellbeing, application of learning analytics

Submission Types (Research Articles and Practice Reports)

Research Articles – should comply with the expectations of a ***research*** article and have a **strong empirical or theoretical foundation and present new knowledge or findings, or report on the application of existing knowledge to a new domain**. Articles that focus on discipline-specific initiatives should clearly identify elements that are transferrable to other domains or how the specific initiative makes a contribution to the broader knowledge base. Full papers are required at the time of submission and if accepted by the editorial team will undergo a double, blind peer review. **Refereed papers should not exceed twelve (12) pages** including title, abstract, body and references.

One copy of the article should be submitted: An **anonymous version** where all information identifying the author(s) has been removed to allow it to be sent to reviewers.

As a supplementary file please submit a **one-page summary document** containing title, author/s, affiliation/s and abstract (this is for internal purposes only). You can also submit multiple supplementary files (tables, figures, images etc.)

Practice Reports – should report on practical initiatives or the early outcomes of research projects. They are an opportunity to focus on the **applied aspects of students' tertiary learning initiatives and innovations**. Although a comprehensive literature analysis is not required, it is crucial that Practice Reports clearly show how the topic relates to or builds on existing knowledge and practice. Practice Reports should explain why it was done, what was done, how it was done, and the impact (or expected impact) of the initiative. Importantly, Practice Reports require authors to identify the connection with transferable themes and principles of practice into other contexts. **Practice Reports should not exceed nine (9) pages** including title, author details, abstract, body and references.

ONE complete text version should be submitted clearly labelled "PRACTICE REPORT". The report **does not** need to be anonymous.

Quality Expectations

All submissions will be *initially* reviewed by the Journal Editorial team and are expected to:

- Align with the Journal focus;
- Refer to previous relevant published works;
- Be of a high professional standard;
- **Be proof-read and publication ready*;**
- Meet the guidelines of the relevant submission type; and
- Comply with the format guidelines.

Submissions that do not meet these initial requirements will be returned to authors for correction before being sent for review.

**Student Success* aligns to the annual STARS Conference – a not-for-profit event with all revenue going directly to the publication of three issues of the Journal each year.

Review Criteria – Research Articles

For refereed papers, ***Student Success*** places emphasis on **quality research**, which the Journal takes to be:

- a substantial scholarly activity, as evidenced by discussion of the relevant literature, an awareness of the history and antecedents of work described provided in a format which allows a reader to trace sources of the work through citations;
- original (that is, more than merely a compilation of existing works);
- a contribution to knowledge; and
- in a form that enables dissemination of knowledge.

The following descriptors articulate expectations of papers that meet the definition of a **research** publication. These descriptors provide a useful framework for authors to consider:

1. Provides an analysis and synthesis of the relevant and informing literature.
2. A literature review that ends with a description of 'gap' or 'issue' that is being addressed. This statement leads the reader to conclude that the research which follows 'addresses' or 'fills' the gap(s) i.e., the research will make a contribution in an under-researched area or applies known models / framework or techniques in a new and unique way to reveal something that is not (yet) known about the particular research field.
3. Provides a clear description of the study, that is, the (research) methodology / approach that was adopted to gather data. The method selected should be appropriate for the issue being investigated.
4. A clear report of the findings or results organised conceptually or logically.
5. A discussion of the findings in light of the literature (that is, sets out the extent the research has 'filled the gaps').
6. Makes suggestions for possible future research (these will emerge from the clearly stated limitations of the study).
7. Leaves the readers with a 'message', that is, something that others can take from the work, and apply to their own practice in some way.

Review Criteria – Practice Reports

In addition to the quality expectations listed above, Practice Reports will be assessed for inclusion in the journal using the following criteria:

- Reference to relevant existing bodies of knowledge.
- Relationship of initiative to existing bodies of knowledge or practice.
- Currency of material.
- Description of impact (or expected impact).
- Identify the connection with transferable themes and principles of practice into other contexts.
- Originality and practicality of innovation or ideas.
- Organisation and structure.
- Clarity of style and expression; and
- Compliance with APA referencing system (**7th Edition – which includes DOI inclusion**).

Submission Format Requirements

Font Times New Roman, 12pt unless specified.
Page format A4 portrait, all margins in 'Normal' setting in Word.doc

Title 14pt, bold, centred, **title case.**
Abstract 12pt, italics, justified. Word limit is **150** words.
Body Text 12pt, justified, single spacing, 12pt spacing after each paragraph.
Headings *Level 1* - 12pt, bold, **title case**, left aligned, no numbering. 12pt space before and after heading.
Level 2 – 12pt, italics, **title case**, left aligned, no numbering. 12pt space before and after heading.
Level 3 - 12pt, **sentence case**, left aligned, no numbering. 12pt space before and after heading.

References and citations** – ***Please use APA referencing style (7th Edition). A simplified guide is available at http://www.citewrite.qut.edu.au/cite/qutcite.jsp#apa

List references under a Section Heading "References"
Quotes of 40 words or more – 10pt, indented 1cm from left and right margins
Footnotes – should be used for points of clarification/further information not for references or citations. If used they should appear at the foot of the page on which the relevant item appears, not at the end of the text preceding the references. Do not use endnotes.

Please add DOIs as specified in the latest version of APA
*If you are using an EndNote Library to organise your references, please **disable** prior to submission to enable future copyediting work.*

Tables and Figures – align to APA Style 7th Edition (headings and format)

Note: On submission, they should be placed at their preferred location in the manuscript and also in a separate file to assist with layout editing - this will assist with layout issues. Also, please comply with the following:

- Images: High or Maximum quality **jpegs** are also appropriate as well as **png** files.
- Images can be colour or black and white
- Graphs and tables must be able to be copied and pasted into final template without losing formatting (which may be associated if the figure has been created in Excel)

Images and Illustrations (includes infographics, photos, stock images and social media)

⚠ If you reuse images or graphics from another source, you need permission from the copyright owner. Mention this permission in the image title and always cite the original source, even if the image is not copyrighted or can be reused freely.

All queries related to author guidelines should be made via journal@unistars.org