GradEdge: Guidelines for Submission

Audience:

GradEdge is primarily distributed to graduate deans and graduate school staff at CGS member institutions in the U.S., Canada, and globally and is intended to be a resource and professional development tool for this community. CGS also shares the full issue and select articles from the current edition of *GradEdge* via its website, social media channels, and other CGS newsletters, broadening our audience to include university faculty and staff outside the graduate school, graduate students, policymakers, other higher education association and disciplinary societies, business leaders, and funders of graduate education.

Publication Schedule:

- Winter Issue
  - Deadline for Article Submission: mid-January
  - Tentative Publication Date: early February
- Spring Issue
  - Deadline for Article Submission: mid-April
  - Tentative Publication Date: late April
- Summer Issue
  - Deadline for Article Submission: mid-July
  - Tentative Publication Date: late July
- Fall Issue
  - Deadline for Article Submission: mid-October
  - Tentative Publication Date: late October

Content and Length:

These are suggested guidelines and submissions may fit into more than one category. If you have an innovative idea that doesn't fit into one of these categories, please let us know.

- Research Article: Share your recent research findings related to graduate education (1,250-2,500 words)
- What's on your mind? Share your opinion or experiences (750-2,500 words)
- Highlight a strategy, tool, professional development program, etc. (750-1,000 words)
- Making the Case –strategies for making the case for graduate education from the desk of the graduate dean (500 words)

Consider the following questions as you prepare your submission:

1. **Is the topic important and timely?** Does it quickly establish why the topic is one that graduate deans and/or graduate school staff should care about?
2. **Does the article provide information or guidance of broad interest to CGS member institutions** or to a subsection of members (e.g. master's institutions)? If your article describes programs and activities at a specific university or universities, please be sure to indicate what other institutions can learn from your experiences.
3. **Does it provide data, evidence, and/or clear reasoning to support its points?**
4. **If the article describes a research initiative, does it briefly acknowledge previous relevant research?** Note: an extensive literature review is not necessary or appropriate for *GradEdge*.

5. **Is the writing concise, engaging, and accessible to a broad audience?** (avoid jargon)
6. **Does the article leave room for debate and discussion?** If the article is an opinion piece, does it respectfully acknowledge and/or engage conflicting perspectives?

Review Process:
1. Author submits article to CGS.
2. CGS editorial staff reviews article and provides comments and suggested edits. The author may be asked to make additional edits to meet publication criteria.
3. CGS publishes the article in the first issue for which deadline is met. In certain circumstances, CGS may choose to delay an article to a later issue in order to ensure diversity of articles in a particular issue.

General Formatting Guidelines:
GradEdge is available as an HTML newsletter on the CGS website and a PDF download. All submissions should be in the following format:

- Garamond 11.5 pt; Margins of 1 inch
- References in APA
- Figures, Tables, Photos, Infographics, etc. are encouraged. Please submit as .jpg or .png.
- Video embed is possible

Style:
- Subheadings and short paragraphs are encouraged
- Use active voice whenever possible
- Use concise, engaging language and avoid jargon

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