

## *International Higher Education* Guidelines for Authors

*International Higher Education (IHE)* seeks a lively writing style. We are not a scholarly journal, but rather a periodical that seeks to inform its readers through short, well-written articles. We emphasize analysis in our articles, and we encourage our authors to include relevant statistics where needed, although (as noted below) not in tables or graphs.

### Editing

We edit all of the articles written for *IHE* and follow the *Chicago Manual of Style*. However, we encourage our authors to take great care with writing style in the preparation of articles.

### Language

As far as possible, please write in American English (be sure that the language of the Word document is set to US ENGLISH before you enter any text into the document). When in doubt, check with *Merriam-Webster* <https://www.merriam-webster.com/>

### Length

Articles in *IHE* are typically 1,000 words in length. Please write concisely and to the point.

### Formatting

Please do not use any text style other than *italic* or **bold**.

### Author affiliations and contact and social media information

Please provide for each author: name, title or position (for example: professor, lecturer, associate director, etc.), institutional affiliation, e-mail address, and, if relevant, Twitter account.

### Title, abstract, and key words

Please include a 5-7 line abstract of your article and a few key words.

Keep in mind that a short and catchy title and an eloquent abstract increase the visibility of your article and of *IHE* in Google and other search engines.

### Subheadings

Please include several subheadings to highlight the main sections of your article. Keep subheadings short.

### Capitalization

Capitalize all titles and subheadings. For example: The Rise and Fall of the Academic Profession in Country X

### Indentation

Indent all paragraphs except the first paragraph of the article and the first paragraph under each subheading.

### Abbreviations and acronyms

Keep these to a minimum and spell out any acronym in English.

### Lists

Please avoid presenting material in the form of numbered or bulleted lists.

### Tables and Graphs

*IHE* articles do not contain tables or graphs.

### References

*IHE* articles do not include notes or references.

### Copyright Form

You will be asked to sign a copyright form once your article is accepted. Please note that you will be able to use your article freely.

### Visibility

Once your article is published, we strongly encourage you to increase its visibility and the *IHE* readership by using social media (Twitter, Facebook, etc.) and sharing *IHE* with colleagues and partner institutions. We will gladly include individuals you think should be aware of your article specifically, or *IHE* more generally, in *IHE*'s subscription list if you provide us with their e-mail addresses.