Author Guidelines

Journal Goal

To provide a forum for first-year students to express the experiences, lessons learned, and knowledge gained in the first year of college and to celebrate students who have taken the first steps toward achieving their higher education goals.

Accepted Genres of Submissions

Navigations accepts a variety of submission genres including:

Drama: Performance works in play or script format (Word or PDF) or audio and video performances in MP3 or MP4 format or hosted on an external site (e.g.: YouTube).

Fiction: Original creative works including flash fiction, short stories, and excerpts of longer works (e.g. novellas and novels). Works should be in Word or PDF format and may be accompanied by images, audio and video files, and/or links to external sites (e.g.: jpeg, MP3, MP4, YouTube, etc.).

Memoir: A biographical or semi-autobiographical account of the author's life experiences (submit in Word or PDF format). Memoirs may take the form of traditional or experimental narratives and may be accompanied by images, audio and video files, and/or links to external sites (e.g.: jpeg, MP3, MP4, YouTube, etc.).

Nonfiction: Prose writing that is based on facts, real events, and real people (submit in Word or PDF format). Works may be accompanied by images, audio and video files, and/or links to external sites (e.g.: jpeg, MP3, MP4, YouTube, etc.).

Poetry: Works that employ aesthetic and rhythmic qualities of language (e.g.: phonaesthetics, sound symbolism, and metre) to evoke meanings. Poetry may be traditional or experimental in nature, in written, "slam," or spoken word form, and may be accompanied by images, audio and video files, and/or links to external sites. Depending on the nature and form of the piece, works may be submitted in Word, PDF, jpeg, MP3, or MP4 format, or uploaded as a link to an external site (e.g.: YouTube).

Scholarship and Research: Essays that offer a systematic investigation and study of materials and sources in order to establish facts and reach new conclusions (submit in Word or PDF format). Papers may be accompanied by images, audio and visual files, and/or links to external sites (e.g.: jpeg, MP3, MP4, YouTube, etc.). All scholarship and research must include in-text citations and a full list of references in MLA, APA, or Chicago format.

Accepted Types of Submissions

Submissions may include one or more of the following submission types: manuscript/essay, visual art, audio recordings, and video recordings.

Style Guide

Navigations welcomes all submissions regardless of length. During the review process, authors may be asked to shorten or revise submissions to ensure clarity and coherence. Submissions should reflect industry standards as much as possible.

Manuscripts/Essays

1. Please submit Microsoft Word or PDF files.
2. Please follow U.S. spelling and punctuation conventions (i.e., labor, not labour; globalization, not globalisation.
3. Do not include page numbers
4. Unless noted otherwise below, all content including text, abstracts, endnotes, appendices, and references, should have the following format:
   a. 12 point Times New Roman/Times font
   b. Single-spaced
   c. One-inch margins all around
   d. US Letter page size (8.5 X 11 in.) Left justified
5. Use endnotes only to explain material that cannot be justified for inclusion in text or tables. Number the notes consecutively, using Arabic numerals, beginning with endnote "1." Use your word processing program to insert endnotes. Do not use footnotes.
6. Do not include title or author name on the document (begin with the first line of the manuscript/essay). Author names and titles should be input into the online submission form.
7. All submissions must include Title of the article (followed by subtitles if there are); Name and Surname of the author(s); the nomination of the university, research center or other scientific entity where the author(s) study/work; acknowledgments and/or funding source (if any); abstract (which must contain from 150 - 300 words); keywords (from 4-7 words).
8. Bibliography and/or References (if needed; required for Scholarship/Research submissions) must not surpass 50 titles and must meet one of the following standards: **MLA, APA, Chicago**. Include references should be included as the last page of the essay. Do not upload as a separate document.

Visual Art

1. Please submit PDF or JPEG files.
2. Please ensure that art is clear and viewable. *Navigations* doesn't have a required dpi.
3. All submissions must include as part of their upload forms: Title of the article (followed by subtitles if there are); Name and Surname of the author(s); the

nomination of the university, research center or other scientific entity where the author(s) study/work; acknowledgments and/or funding source (if any); abstract (which must contain from 150 - 300 words); keywords (from 4-7 words)

Audio/Visual Recordings

1. Please submit mp3 or mp4 files. *Navigations* can also accept files from external sources, such as YouTube.
2. Please ensure that the recording is clear, visually and auditorally. Ensure that recordings play smoothly prior to upload.
3. All submissions must include as part of their upload forms: Title of the article (followed by subtitles if there are); Name and Surname of the author(s); the nomination of the university, research center or other scientific entity where the author(s) study/work; acknowledgments and/or funding source (if any); abstract (which must contain from 150 - 300 words); keywords (from 4-7 words)

Review Process

Navigations employs an editorial review process. Any submission will be assigned to two reviewers with a background in the subject matter. These reviewers will evaluate your submission based on how coherently it describes an aspect of the first-year student experience and how much value it would add to other first-year students' experience.

Once a submission has been deemed acceptable by the reviewers, the editors will work with the author(s) to ensure that the submission fits *Navigations's* formatting and style.

Navigations charges no processing or submission fees.

Navigations does not have an embargo period.

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