

**AAHHE Publications in The Hispanic Outlook in Higher Education Magazine®
Article Submission Guidelines**

Heading: At the top of the first page of your article, please include your name, degree initials, email address, and day-time phone number. Indicate if you are an AAHHE member.

Audience: The Hispanic Outlook readership consists primarily of Hispanic scholars, educators, and administrators. Please keep this audience in mind when you write and focus your article.

Format:

- Articles must be no longer than 1000 words, double spaced.*
- Use third person when writing your article
- Times New Roman, 12 pt., with one-inch margins all around.
- Divide the article into two or three sections with headings in the articles.

For example:

Article title: Latinas and Graduate Education

Heading 2: Latina successes

Heading 3: Future trends, etc.

Content: Follow the topic of the month's magazine issue. Articles can be scholarly or testimonials both of which need to include data, relevant references, and specific examples. Your article must include:

- Context and Data: Provide rich context with specific examples and information, include empirical data, facts and research as it is applicable to the topic.
- References: Mention references/sources to support any claims or arguments made in the article.
- Broader Relevance: Present information reflecting broader trends in Hispanic/Latino higher education. Consider offering insights that our audience might find useful—especially around student support.

Tone: Please choose one of the following tones to apply to your writing based on your article type:

- For scholarly articles: Set the tone to be clear, formal, objective, research-based, and concise.
- For testimonial articles: Set the tone to be clear, and encouraging. Stories that inspire others facing similar challenges are impactful. Concrete examples of overcoming obstacles or finding resources can resonate well.

Additional Materials

Biography: At the end of the article, include a 30-40 word biography.

Photos: Send two photos (in .jpeg format) separately— a professional headshot *and* a photo of something related to the article. Provide credits for the photos you send and include these credits in the body of the submission email.

Submission Process:

- Submit your article and photos electronically to AAHHE Editor Consultant, Guadalupe Saldivar at guadalupe@aahe.org by deadline.
- AAHHE will submit your article to Hispanic Outlook and inform you of its publication.

**Articles over 1,000 words will be cut. Articles may be edited for style and clarity. Any changes of this type are made with the reader in mind.*