



Authors Handbook

March, 2016

Dr. Jason M. Newcomer
Associate Editor

Table of Contents

This format guide applies to articles published in the Fall 2016 issue and beyond. Previous issues will be published in their respective formats for that time period.

Click a subject below to access the content:

[**General Submission Guidelines**](#)

[**Article Requirements**](#)

[**Editorial or Views Requirements**](#)

[**Literature Review Requirements**](#)

[**Research Collaborative Abstract Requirements**](#)

[**Book Review Requirements**](#)

[**Sample Article Cover Page**](#)

Collegiate Aviation Review—International Format Guidelines for Authors

Brackets “[]” are located to the left of each item for checklist purposes

The *Collegiate Aviation Review—International (CaRⁱ)* is the refereed journal of the University Aviation Association (UAA). It is indexed by the EBSCO, Elsevier and ProQuest indexing services. Both qualitative and quantitative research manuscripts relevant to aviation are acceptable. The *CAR* review process incorporates a blind peer review by a panel of individuals who are active in the focus area of each manuscript. Additional recommendations are also provided by the editors of the *CAR*. A list of all reviewers is published in each edition of the *CAR* and is available from the *CAR* editor.

Authors should e-mail their manuscript, in Microsoft Word format, to the editor at CARjournal@uaa.aero no later than **April 1 (for Fall issue of the current year) or December 31 (for Spring issue of the following year)**.

[] – What We Publish

- Articles – peer reviewed
- Editorials/Views
- Literature Reviews
- Book Reviews
- Research Collaborative Abstracts

[] - **Style** – The CaRⁱ only accepts submissions in American Psychological Association (APA) 6th edition format. This includes levels of heading, scientific representation of symbols and numbers, as well as, table, figure, and reference format. In order to better align the *CAR* with the general research community, submissions should take into account the recommendations of the APA Task Force on Statistical Inference (see <http://www.apa.org/science/leadership/bsa/statistical/tfsi-followup-report.pdf>). Papers that do not meet these expectations will be returned to the author for reformatting.

[] - **Title** - The title of the manuscript should not exceed 18 words. See instructions for specific manuscript type (e.g. article, editorial, literature review, etc) for any additional guidelines.

[] - **Header/Footer Information** – Do not include page numbers, running headers, or any other information in the document’s header/footer. These items will be added by the editorial staff.

[] - **Page Format** – The CaRⁱ uses 8.5” x 11” pages with a 1” margin on all sides. Text should be single spaced and justified to the page. Use the *Tab* key to indent paragraphs. Do not *widow* or *orphan* text.

[] - **Text Format** – With the exception of the title page, the CaRⁱ uses black colored, 12 point, Times New Roman font. Authors are welcome to use colored text in rare circumstances when doing so adds significantly to the quality of the document.

[] - **Figures and Tables** – Should be embedded within the document where the author prefers to see them in final publication format. All tables and figures must be referenced in the document near the location where they appear. Tables must be set to “auto fit to window” regardless of content. When possible, keep tables on a single page. Wide tables may be inserted on a landscaped page within the document. The editorial staff might relocate, resize, or remove as necessary to improve the quality of the document. Figures should be high resolution images to preserve integrity upon conversion to PDF format. Colored tables and figures are authorized; however, authors are encouraged to use best judgement when

doing so. The CaRⁱ editorial staff reserves the right to request alterations as necessary.

[] - **Appendices** – Should be at the end of the document and follow the “Reference” section.

[] - **Language** – We strongly encourage international submissions; however, all manuscripts must be submitted in English. We encourage all authors to ensure that their manuscripts are edited for proper spelling, grammar, and punctuation prior to submission.

[] - **Footnotes** – The editorial staff encourages the use of APA-formatted footnotes within manuscripts. Footnotes should be used to provide additional explanation or provide context to content within a paragraph. Footnotes should appear at the bottom of the same page as the referenced content (unlike endnotes). Ensure the footnote numbers should be inserted following the period of the sentence they support. Footnotes should not be used as a replacement for the reference section.

[] - **Reference** – Reference sections must be in correct APA format. When possible, include DOIs of the referenced work. Be sure to check the manuscript for missing or unused references prior to submission.

[] - **Author Biographies** – Authors are required to submit a short biography, no greater than 190 characters, along with their submissions. See the sample article title page for an example.

Collegiate Aviation Review—International Article (Study) Requirements

Brackets “[]” are located to the left of each item for checklist purposes

General

[] - Originality, Plagiarism, and Self-Plagiarism

Articles submitted to the CaRⁱ must be original works conducted by the authors listed on the manuscript. All authors must have provided substantial contribution to the content of the manuscript to be listed. All submissions must be accompanied by a statement that the manuscript has not been previously published and is not under consideration for publication elsewhere. Further, all submissions will be evaluated with plagiarism detection software. Instances of self-plagiarism will be considered the same as traditional plagiarism. Submissions that include plagiarized passages will not be considered for publication.

[] - Dissertations, Capstones, and Thesis

Unpublished academic submissions, doctoral dissertations, and graduate/undergraduate capstone products (referred to from here on as *capstones*) that have not been published outside of a database may be submitted. Authors may not submit a capstone in its raw form (e.g., the 150-page product that was submitted to their institution). While the CaRⁱ does not have an article length, capstones should be reduced to an acceptable size (around 3,000 to 6,000 words).

Format

[] – Titles

- Not exceed 18 words
- Include (or elude to) the type of study
- Present (or elude to) the experimental condition/thing examined
- Indicate those included in the sample?

Example of a good title: Effect of [quantitative study] Light Levels on Production Rates [experimental condition] Among Assembly Line Workers [sample]

Example of a good title: Efficacy of [qualitative study] IMSAFE Checklist [subject of study] on System Safety Among Private Pilot Students [sample]

[] - Abstract

The abstract shall be no greater than 150 words and written in past tense. It shall provide a brief snapshot of what the manuscript was about. Editorials and literature reviews should provide a thorough account of each primary section in the manuscript. Research manuscript abstracts must contain the following: (a) an introduction to the problem; (b) a purpose statement that identifies the research method, design, sample, and objective; (c) sample size and data collection device (if applicable); and (d) a highlight of the results. **The following is an example; it is 142 words long.**

The Federal Aerospace Department (FAD) reported that 13% of certificated flight sentinels are men; however, the average retention rate for male flight sentinels is only three years versus the 12-year average for females in the same job. Numerous FAD reports revealed an environment that encourages excessive hazing of male hires. The purpose of this mixed-methods concurrent triangulation study was to survey

male and female flight sentinels to identify possible ways to change the culture within the industry. A sample of 384 flight sentinels completed a 32-question measure containing 7-point Likert-type and open-ended questions. Results indicated that the large majority of female flight sentinels are satisfied with the current culture and see no reason for a shift. Male respondents' survey markings were largely neutral and the open-ended comments did not provide sufficient qualitative data to understand fully how to improve their work atmosphere.

[] - Other APA sections

With few exceptions, the following items are expected to appear in the manuscript. Authors may organize differently, add, or subtract sections as appropriate.

- [] - Introduction
 - Introduce the problem
 - Explain the significance of the problem
 - Theoretical or conceptual framework (as appropriate)
- [] - Literature Review
 - Research Question
 - Hypothesis
- [] - Methodology
 - Method & Design
 - Population/Sample/Participants (justify size/power)
 - Sampling Procedures
- [] - Results
- [] - Discussion
- [] - Assumptions, Limitations, and Delimitations
- [] - Conclusions
- [] - References

Collegiate Aviation Review—International Editorial and Views Requirements

Brackets “[]” are located to the left of each item for checklist purposes

[] - Definition

Editorial – A submission expressing the professional viewpoint/opinion of the University Aviation Association, an editor, or the editorial staff.

Views – A submission expressing the professional aviation viewpoint/opinion of an author that is not a member of the UAA staff or CaRⁱ editorial staff.

[] - Originality, Plagiarism, and Self-Plagiarism

Editorials and Views submitted to the CaRⁱ must be original works written by the authors listed on the manuscript. All authors must have provided substantial contribution to the content of the manuscript to be listed. All submissions must be accompanied by a statement that the manuscript has not been previously published and is not under consideration for publication elsewhere. Further, all submissions will be evaluated with plagiarism detection software. Instances of self-plagiarism will be considered the same as traditional plagiarism. Submissions that include plagiarized passages will not be considered for publication.

[] - Peer-Review

Editorials and Views published in the CaRⁱ are not peer-reviewed. They are reviewed and approved by the editorial staff.

[] - Length

There is no prescribed length for an editorial or views submission; however, authors are encouraged to provide manuscripts that adequately explain, support, and conclude their professional viewpoints.

Collegiate Aviation Review—International Literature Review Requirements

Brackets “[]” are located to the left of each item for checklist purposes

[] - Definition

Literature Review – A submission that surveys books, scholarly articles, dissertations, thesis, or other credible sources related to an aviation-related topic, theory, or area of research. Unlike an article, literature reviews do not contain a methodology or results section and require no qualitative or quantitative analysis.

[] - Originality, Plagiarism, and Self-Plagiarism

Literature Reviews submitted to the CaRⁱ must be original works written by the authors listed on the manuscript. All authors must have provided substantial contribution to the content of the manuscript to be listed. All submissions must be accompanied by a statement that the manuscript has not been previously published and is not under consideration for publication elsewhere. Further, all submissions will be evaluated with plagiarism detection software. Instances of self-plagiarism will be considered the same as traditional plagiarism. Submissions that include plagiarized passages will not be considered for publication.

[] - Elements of the Literature Review

- *Introduction* to the problem or theory being explored
- *Review of Literature* supporting the topic that is synthesized and organized in a logical manner
- *Conclusions* expressing the author’s interpretation and findings from the literature

[] - Peer-Review

Literature Reviews published in the CaRⁱ are not peer-reviewed. They are reviewed and approved by the editorial staff.

[] - Length

There is no prescribed length for a literature; however, authors are encouraged to provide manuscripts that adequately elements described above.

Collegiate Aviation Review—International Research Collaborative Abstract Requirements

Brackets “[]” are located to the left of each item for checklist purposes

[] - Definition

Research Collaborative – A proposal abstract submitted for publication with the intent on attracting collaborators willing to join the author in the full study.

[] - Originality, Plagiarism, and Self-Plagiarism

Abstracts submitted to the CaRⁱ must be original works written by the authors listed on the manuscript. All authors must have provided substantial contribution to the content of the abstract to be listed. All submissions must be accompanied by a statement that the manuscript has not been previously published and is not under consideration for publication elsewhere. Further, all submissions will be evaluated with plagiarism detection software. Instances of self-plagiarism will be considered the same as traditional plagiarism. Submissions that include plagiarized passages will not be considered for publication.

[] - Elements of the Research Collaborative Abstract

- Title of the proposed study (not to exceed 18 words)
- Abstract
 - No greater than 150 words
 - Introduction to the problem
 - Purpose statement that identifies the research method, design, sample, and objective
 - Sample, sample size, and data collection device (if applicable)
 - and potential contributions of the study
- Proposed Research Question(s)
- Author contact information
 - Name
 - Institution
 - Email
 - Office phone number (optional)
 - Office mailing address (optional)

Collegiate Aviation Review—International Book Review Requirements

Brackets “[]” are located to the left of each item for checklist purposes

[] - Definition

Book Review – A constructive summary of the read quality, strengths, weaknesses, and impact of an existing, published book.

[] - Originality, Plagiarism, and Self-Plagiarism

Book reviews submitted to the CaRⁱ must be original works written by the author listed on the manuscript. There may only be one author on a book review. All submissions must be accompanied by a statement that the book review has not been previously published and is not under consideration for publication elsewhere. Further, all submissions will be evaluated with plagiarism detection software. Instances of self-plagiarism will be considered the same as traditional plagiarism. Submissions that include plagiarized passages will not be considered for publication.

[] - Elements of the Book Review

- **An impactful title.** This should be a brief title that accurately summarizes the review.
- **Overview.** A one-paragraph overview should contain a synopsis of the book without providing any spoilers.
- **Positive aspects.** Once you complete the overview, tell the readers what you enjoyed about the book. How was the plot? If the book rated as an easy read, what contributed to that? These are examples of positive areas you can address.
- **Negative aspects.** This is an opportunity to provide constructive criticism on areas for improvement. Please be constructive. In some cases, you may not have much or any input for this subject. Feel free to omit this section if that is the case.
- **Caveats.** In some cases, a book may or may not appeal to a particular group. This is the place to add such caveats. For example:
 - *Air Traffic Research* is a sound investment for readers who are interested in academic research efforts in air traffic management; however, it may be less appealing to the rest of the aviation community.
 - Although *Approaching Terminal* targets airport managers, any aerospace industry professional could enjoy the humor in this airport operations adventure.
- **Summary sentence.** A summary sentence may be one or two sentences that solidify your review.
 - *Flight Over the Triangle* is a expertly crafted aviation mystery that will leave you wondering if all of the TV documentaries are true! It left me anxiously awaiting the author’s release of any potential sequels. Well done!

[] - **Length** of the book review should be between 500 and 750 words.

[] – **Format** of a book review is the same as noted in the general guidelines. Please include a signature block with your First M. Last (name), and institution. You may also include an author bio as described in the general guidelines.

Title of the Manuscript

Author N. One, Author N. Two, Author N. Three

About the Authors

Author N. One, Embry-Riddle Aeronautical University, is the Department Chair for Graduate Studies in Aeronautics. He holds a PhD from University of North Dakota, and an MSA and BS from Embry-Riddle.

Author N. Two, University of Oklahoma, is the Page Chair and a Professor of Aviation Studies. He holds a DBA and MBA from Oklahoma State University, and a BA from the University of Pennsylvania.

Author N. Three, AvCorp International, is the President and CEO of AvCorp International. She is a licensed pilot with 2,300 hours and holds an ATP certificate. She earned her MSA from Embry-Riddle Aeronautical University.

Abstract

The Federal Aerospace Department (FAD) reported that 13% of certificated flight sentinels are men; however, the average retention rate for male flight sentinels is only three years versus the 12-year average for females in the same job. Numerous FAD reports revealed an environment that encourages excessive hazing of male hires. The purpose of this mixed-methods concurrent triangulation study was to survey male and female flight sentinels to identify possible ways to change the culture within the industry. A sample of 384 flight sentinels completed a 32-question measure containing 7-point Likert-type and open-ended questions. Results indicated that the large majority of female flight sentinels are satisfied with the current culture and see no reason for a shift. Male respondents' survey markings were largely neutral and the open-ended comments did not provide sufficient qualitative data to understand fully how to improve their work atmosphere.