

MANUSCRIPT SUBMISSION GUIDELINES

Scholarship • Practice • Innovation • Perspective

About The Advisor Online Journal

The Advisor Online Journal is the professional journal of the National Association of Advisors for the Health Professions (NAAHP).

The Advisor Online provides a forum for scholarship, applied practice, commentary, innovation, and perspectives that advance health professions advising and support those who serve students, institutions, and communities.

The journal welcomes manuscripts from advisors, educators, researchers, health professions representatives, students, association partners, and others whose work is relevant to health professions advising. NAAHP membership is not required to submit a manuscript.

The Advisor Online seeks work that contributes meaningfully to the profession. Articles may present original research, examine current practices, introduce innovative approaches, explore emerging issues, offer informed perspectives, highlight programs or resources, or provide practical insight that others can apply in their own work.

The Advisor Online is published quarterly in March, June, September, and December. Manuscripts are accepted throughout the year and, following acceptance, are assigned to an upcoming issue.

There are no submission, review, or publication fees.

What We Publish

The Advisor Online welcomes a broad range of scholarly and professional contributions.

The categories below are intended to help authors identify the format that best fits their work. Suggested word counts and numbers of tables or figures are guidelines, not strict limits. Authors should use the length and supporting materials necessary to communicate their work clearly and effectively.

1. Research Articles

Research Articles present original research relevant to health professions advising, education, student development, admissions, professional preparation, or related areas. Examples may include surveys, observational studies, program evaluations, qualitative studies, mixed-methods research, and analyses of advising interventions or educational practices.

Typical length: 2,500–3,500 words | Typical tables or figures: Up to 5–6

Research manuscripts should clearly describe the study's purpose, methodology, findings, limitations, and implications for advising or related professional practice.

2. Brief Reports

Brief Reports present focused research findings, pilot projects, preliminary studies, case reports, or other work that can be communicated effectively in a shorter format.

Typical length: 1,000–1,500 words | Typical tables or figures: Up to 2–3

3. Review Articles

Review Articles synthesize current knowledge related to a focused question or topic relevant to health professions advising. Reviews should help readers understand the current state of knowledge, identify important developments or areas of uncertainty, and consider implications for advising practice.

Typical length: 3,000–5,000 words | Typical tables or figures: Up to 2–3, when appropriate

4. Practice & Innovation

Practice & Innovation articles highlight practical approaches that may be useful or adaptable within other advising environments. Topics may include advising models, student support initiatives, technology applications, educational programs, institutional practices, professional development strategies, assessment approaches, or solutions to common advising challenges.

Typical length: 1,500–2,500 words | Typical tables or figures: Up to 2–4

Authors are encouraged to explain the problem or need to be addressed, describe the approach taken, and discuss lessons learned, outcomes, challenges, or recommendations for others.

5. Spotlights

Spotlights introduce readers to a program, initiative, profession, resource, emerging trend, or other topic particularly relevant to health professions advisors. Topics may include lesser-known health professions careers, distinctive institutional programs, new resources, emerging technologies, or innovative approaches to recurring advising challenges.

Typical length: 1,000–2,000 words | Typical tables or figures: Up to 1–2

6. Perspectives & Viewpoints

Perspectives & Viewpoints provide informed commentary on issues affecting health professions advising, education, admissions, student development, health policy, ethics, professional practice, or the broader environment in which advisors work. These articles should present a clear point of view supported by appropriate evidence, experience, or professional reasoning.

Typical length: 1,000–1,500 words | Typical tables or figures: Up to 1–2, when appropriate

7. Access, Equity & Student Success

Access, Equity & Student Success articles examine issues related to educational opportunity, belonging, student support, equity, access to health professions pathways, institutional barriers, or strategies that promote student success. Submissions may take the form of research, reviews, practical reports, perspectives, or other formats appropriate to the topic.

Length and supporting materials should follow the guidance for the corresponding article type.

8. Professional Learning & Conference Insights

These articles examine ideas, findings, discussions, or professional learning emerging from conferences, workshops, institutes, webinars, or other educational experiences. Submissions should move beyond simply summarizing an event. Authors should identify significant themes, lessons, implications, or practical applications relevant to the advising community.

Typical length: 1,500–2,500 words | Typical tables or figures: Up to 3–6, when appropriate

9. Book Reviews

Book Reviews examine fiction or nonfiction works that may be useful, thought-provoking, or relevant to health professions advisors and others working with pre-health students. Reviews should provide enough context for readers to understand the book while focusing primarily on its relevance, value, limitations, or potential application to advising practice.

Typical length: 1,000–1,500 words

Organizational and Promotional Content

NAAHP organizational announcements, program updates, leadership communications, and similar Association content may be published separately from the manuscript submission process at the discretion of NAAHP.

The Advisor Online does not accept manuscripts whose primary purpose is to promote a commercial product, service, educational program, institution, consultant, vendor, or recruitment opportunity.

Paid advertising and sponsorship opportunities may be accepted by NAAHP. Advertising and sponsored content will be clearly identified and will remain separate from the journal's editorial review and publication decisions.

Manuscript Preparation

Authors should prepare manuscripts in clear, accessible language appropriate for a professional audience, including advisors, educators, researchers, administrators, and others involved in health professions education.

Authors should define specialized terminology when necessary and avoid unnecessary jargon.

Manuscripts should include a descriptive title and appropriate section headings. Research-oriented manuscripts should use a structure appropriate to the methodology and subject matter.

References should follow the American Psychological Association Publication Manual, 7th edition (APA 7).

Tables, figures, photographs, appendices, templates, or other supplemental materials may be included when they materially enhance the manuscript.

Authors are responsible for ensuring that all submitted materials are accurate and that appropriate permissions have been obtained for copyrighted or third-party content.

Originality and Previously Published Work

The Advisor Online accepts original manuscripts as well as selected previously published work when appropriate.

Authors submitting previously published material must disclose the original publication and provide evidence that they have obtained any permissions necessary for republication by NAAHP.

Unless specifically approved by the editors, manuscripts should not be simultaneously under consideration by another publication.

Authors are responsible for accurately representing the originality and publication history of submitted work.

Editorial Review

Every manuscript submitted to *The Advisor Online* is reviewed before publication.

The journal currently uses a single-blind review process. Reviewers may know the identity of the author or authors, while reviewer identities remain confidential.

Publication decisions are informed by a standardized review rubric. Reviewers consider factors including:

- Relevance to health professions advising and the journal's readership
- Clarity and organization
- Originality or meaningful contribution
- Accuracy and appropriate use of evidence
- Practical, professional, or scholarly value
- Quality of analysis or reasoning
- Ethical and professional standards
- Appropriateness for publication in The Advisor Online

Depending on the manuscript, authors may be asked to revise their submission in response to reviewer or editorial feedback.

Acceptance is not guaranteed by submission or successful completion of revisions.

The journal anticipates continued development of its review process as its scholarly and editorial infrastructure grows.

Editorial Review and Revision

Accepted manuscripts may undergo substantive editing, copyediting, formatting, and other editorial revisions to improve clarity, consistency, accuracy, and readability. If needed, Editors will work with authors when substantive changes are necessary. NAAHP reserves final editorial authority over materials published in *The Advisor Online*.

Research Ethics and Institutional Review

Research involving human participants, including surveys, interviews, focus groups, student records, institutional data, or other human-subject research, must follow applicable ethical and institutional requirements.

When appropriate, authors must indicate whether the project received Institutional Review Board or other institutional approval, was determined to be exempt, or was determined not to constitute human-subject research.

Authors are responsible for ensuring that appropriate approvals, permissions, and consent procedures are followed.

Student and Participant Privacy

Protecting student and participant privacy is essential.

Authors must remove or appropriately protect personally identifiable information unless disclosure is necessary, ethically appropriate, and supported by documented consent or other applicable authorization.

Case examples should be de-identified whenever possible.

Authors should take particular care when describing unusual circumstances, small programs, or other situations in which an individual could potentially be identified even when names are omitted.

Conflict of Interest and Funding Disclosure

Authors must disclose any relevant financial, professional, institutional, personal, or other relationships that could reasonably be perceived as influencing the manuscript.

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AI-generated or AI-modified images, graphics, data visualizations, or other substantive materials must be disclosed.

Editors may request revisions to support materials for accessibility, readability, formatting, or publication requirements.

Corrections, Updates, and Withdrawals

The Advisor Online is committed to maintaining an accurate and trustworthy publication record.

When a significant error is identified after publication, the journal may publish a correction or update the article with an appropriate editorial notice.

In circumstances involving substantial errors, ethical concerns, research integrity issues, unauthorized publication, or other serious problems, NAAHP may withdraw or remove an article.

Decisions regarding corrections, updates, or withdrawals will be made based on the nature and significance of the issue and will be documented as appropriate.

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Submission

Manuscripts may be submitted throughout the year through the [NAAHP manuscript submission form](#).

Submission does not guarantee publication. Authors may be contacted for clarification, revisions, supporting documentation, permissions, disclosures, or other necessary information to complete the review and publication process.

The goal of *The Advisor Online* is to provide a credible, accessible venue for thoughtful scholarship, professional practice, innovation, and informed conversation within the health professions advising community. Authors do not need to be researchers to have something valuable to contribute. We welcome work that helps readers understand an issue more clearly, approach their work differently, or better serve the students and communities at the center of health professions advising.