

Author Guidelines

Manuscripts must be submitted via online submission portal at https://mc04.manuscriptcentral.com/srai_jra .
Concept proposals or submission questions should be directed to the Editor-in-Chief at
journal@srainternational.org.

[The article template is in the process of being updated and will be included here.]

I. General Information

The *Journal of Research Administration (Journal)* publishes a wide variety of scholarly articles intended to advance the profession of research administration. Authors can submit manuscripts on diverse topics for initial approval through the Journal review process.

Authors need not be members of the Society of Research Administrators International (SRAI) to submit a manuscript to the *Journal of Research Administration*. Although authors are strongly encouraged to explore relevant, diverse fields of inquiry, various topics, and special problems, manuscripts that appear to endorse commercial or political products, programs, or organizations will not be accepted. Similarly, all manuscripts will receive an initial review to ensure that they are relevant to the field of research administration. The Editor will make final determination in consultation with Journal Editorial Board Members or SRAI leadership if necessary.

Program or project summaries/exemplars, formal case studies, or case scenarios are acceptable but must be carefully constructed to avoid any subtle commercialization or politicization and must follow a recognizable format of inquiry such as qualitative case study or reflective inquiry design.

Authors are free to submit academic manuscripts that seek to present differing or alternative views to current issues and debates. Such manuscripts may pose relevant conclusions. Manuscripts, however, cannot be used for political or commercial advancement either directly or indirectly. The Editor will make final decisions in consultation with the Journal Editorial Board members, including the SRAI Office of Counsel.

Authors must read carefully and adhere to specific directives in Section IX of these guidelines concerning the duplicate submission of manuscripts or accepted proposals to other publishers and the preparation of manuscripts based upon prior academic work in a thesis or dissertation.

II. Manuscript Categories

The *Journal of Research Administration* encourages authors to choose from various categories for presenting subject matter. Authors may explore various categories and possibilities with the Editor responsible for final decisions in this area. The following are several representative categories.

Original Research Article

An **Original Research Article** is a substantial novel research study that often involves several techniques or approaches. The main text (excluding abstract, references, tables, graphics, or other appendices) is 10–15 pages single-spaced. The abstract is 250 words maximum, and is unreferenced. Articles may have up to 6 display items (figures and/or tables). Original Research Articles contain the following sections: abstract, introduction, methods, discussion, conclusions, references.

Reflective Inquiry, Case and Technical Reports

Reflective Inquiry, Case, and Technical Reports present the details of a real organizational case, or reflection on a lived experience, from a single institution.

Reflective Inquiry Reports provide background information and reflection on a lived experience through a problem or organizational change. Authors must provide a problem statement, behaviors observed and the author(s)' interpretations of those behaviors during the experience, literature review of emergent concepts, and recommendations for other scholars and practitioners so that the knowledge discovered in this process can be transferred to other studies or practices. The main text (excluding abstract, references, tables, graphics, or other appendices) is 10-15 pages single-spaced. The abstract is 250 words maximum, and is unreferenced. Articles may have up to 6 display items (figures and/or tables). Reflective Inquiry Reports contain the following sections: abstract, introduction, problem statement, observations, emergent concepts, recommendations, references.

Case Reports may contribute significantly to the existing knowledge on the field or showcase less novel results. A goal of case reports is to make other research administrators aware of the possibility that a specific phenomenon might occur. The main text (excluding abstract, references, tables, graphics, or other appendices) is 10-15 pages single-spaced. The abstract is 250 words maximum, and is unreferenced. Articles may have up to 6 display items (figures and/or tables). Case reports contain the following sections: abstract, introduction, case presentation, discussion, conclusions, references.

Technical Reports are formal reports designed to convey technical information in a clear and easily accessible format. They are typically divided into sections that allow different readers to access different levels of information. It might also include recommendations and conclusions of the research. The main text (excluding abstract, references, tables, graphics, or other appendices) is 10-15 pages single-spaced. The abstract is 250 words maximum, and is unreferenced. Articles may have up to 6 display items (figures and/or tables). Case reports contain the following sections: abstract, introduction, technical report, discussion, conclusions, references.

Systematic Literature Review or Theoretical/Conceptual Articles

Review Articles are an authoritative, balanced and scholarly survey of recent developments in a research field. The requirement for balance need not prevent authors from proposing a specific viewpoint, but if there are controversies in the field, the authors must treat them in an even-handed way. Reviews are normally 10-15 pages single-spaced or 20-25 pages double spaced. The abstract is 250 words maximum, and is unreferenced. Articles may have up to 6 display items (figures and/or tables); illustrations are strongly encouraged. As a guideline, Reviews allow up to 100 references, with exceptions possible in special cases. Citations should be selective. The scope of a Review should be broad enough that it is not dominated by the work of a single institution, and particularly not by the authors' own work.

A **Narrative Literature Review** is an approximately 2,000 to 4,000-word review article that: Critically evaluates the literature published over the past 10 years relevant to your topic area while placing it in the context of the broader literature for the past 20 years or more as appropriate. Emphasizes interesting and important new findings and aims to bring the reader up-to-date on the subject. Reports on any personal observations you have made and offers your view of any controversial discoveries or hypotheses currently of interest. Is accompanied by a bulleted and annotated reference list (i.e., choose a few of the most recent, important references cited in your article and describe their significance in a one- to two-sentence annotation).

Commentary & Correspondence

Commentaries (or Correspondence) have a very flexible format; comments may be on policy, science, and

Society, or purely administrative issues. The main criteria are that they should be of immediate interest to the materials research community and should be written in an accessible, non-technical style. The best commentaries are provocative and justify a new concept or point of view. Commentaries may be peer-reviewed at the editors' discretion. Their length is typically 500-1,500 words, although some may be longer. Commentaries do not normally contain primary research data, although they may present 'sociological' data (funding trends, demographics, bibliographic data, etc.).

News & Views

The Journal of Research Administration is committed to providing its readers with a broad and accessible overview of the most important and interesting advances in the field. Our **News & Views Section** is specifically designed to achieve this goal: News & Views articles inform readers about the latest advances in research administration, as reported in published papers, conferences, and professional meetings. In most cases, submissions from this section will be invited. All News & Views submissions must be relevant to the field of Research Administration as evaluated by the Editor and Editorial Board. As a general guideline, News & Views articles are always short (up to 1,000 words in length) and have as much in common with journalistic news reports as the formal scientific literature. The central message of the News and Views must be stated clearly in the first paragraph, and the piece should be written in a manner readily accessible to non-specialists. Personal opinions, viewpoints, criticisms, and predictions are encouraged. The submission of figures and artwork is strongly encouraged to illustrate both specific points made in the piece and the more general context. News and Views are not peer-reviewed.

III. Submission Review, Publication and Distribution Processes

Review Process

- 3.1 Submissions are received at SRAI headquarters through online portal. SRAI headquarters prepares the submission for review processes an Author Agreement Form for each listed author. As part of routine editorial checks, the journal may use AI-enabled tools for technical screening, including: plagiarism detection, image integrity checks, and identification of AI-generated text patterns. Results from these tools are advisory only and are reviewed by editors using professional judgment. Flagging does not imply misconduct. Upon receiving the editorial check reports, SRAI headquarters sends the report and manuscript submission to Editor-in-Chief.
- 3.2 Editor-in-Chief reviews the manuscript for applicability within the mission of the Journal of Research Administration. Editor-in-Chief decides:
 - Approved and assigns to (2) two members of the Editorial Board for a peer review.
 - If further consideration is needed, then consults with the Deputy Editor.
 - If it is not deemed a good fit, then corresponding author is notified of the decision.
- 3.3 The assigned Editorial Board members provides an independent review of the manuscript submission. Reviewer reports are expected to reflect the reviewer's independent scholarly judgment. Reviewers should not use AI tools to generate peer-review reports. Limited use of AI tools for reference checking or administrative support may be permitted, provided the editor is notified. Editors retain full responsibility for all editorial decisions. AI tools are used to support—not replace—editorial judgment.

- 3.4 The assigned Editorial Board members are asked to provide their reviews and feedback to the Editor-in-Chief. Editor-in-Chief combines reviewer feedback and anonymously shares with the corresponding author.
- 3.5 Corresponding author(s) return their comments to the Editor-in-Chief.
 - The Editor-in-Chief decides whether it needs to be sent back to the Editorial Board members for further review. If so, then the cycle repeats.
- 3.6 The Editor-in-Chief informs the corresponding author which edition of the Journal of Research Administration the manuscript will be published.

Publication and Distribution Process

- 3.7 The Editor-in-Chief sends the final edition of the manuscript to the SRAI headquarters for Journal formatting and preparation of proofs.
- 3.8 SRAI headquarters works with copy editor to get a finalized review of the manuscripts. Once the manuscripts are returned from the copy editors, the corresponding author(s) can edit for final publication. Allowed edits include changes to institutional information, and graphics/general formatting. No other changes in the manuscript or content can be made without Editor-in-Chief approval.
- 3.9 SRAI headquarters coordinates the publication schedule. Which include
 - Article posted online as an electronic pre-print and announced through SRAI communication channels.
 - Article included in the electronic issue (pdf version).
- 3.10 SRAI headquarters distributes electronic issue to the corresponding authors, SRAI members and non-members.
- 3.11 The JRA is automatically uploaded to the Education Resources Information Center (ERIC).

IV. Manuscript Preparation Requirements

All articles must use the article template provided *[in the process of being updated]* unless, in very rare instances, an exception is granted due to content or cultural requirements. All papers must be divided into appropriate, titled sections and subsections for reader-ease. Sections and subsections will depend upon the subject matter. Use the article type guidelines for the sections of the manuscript.

Style Requirements

APA Style Requirements. The *Journal of Research Administration* has adopted the publication style manual of the American Psychological Association (APA) as the guide to follow when submitting manuscripts. Copies are available in most public and university libraries or through most university psychology departments. Reference information: Publication Manual of the American Psychological Association (7th Ed., 2020), Washington, DC: American Psychological Association. APA Style Web Resources. The URL links below provide additional information and assistance for APA style requirements.

https://owl.purdue.edu/owl/research_and_citation/apa_style/ <https://apastyle.apa.org/products/publication-manual-7th-edition-spiral>

Formatting Specifics

In addition to meeting APA style requirements, all articles must use the article template provided *[in the process of being updated]*. All papers must be divided into appropriate, titled sections and subsections for reader-ease. Sections and subsections will depend upon the subject matter. Use the article type guidelines for the sections of the manuscript.

Manuscripts must be submitted (including tables and figures) in single-spaced copy. Standard American or UK English usage and spelling are the norm, the latter for authors from UK English-speaking communities. Except for clearly stylistic conventions that can be reasonably justified in an academic and professional publication of this nature, authors are to avoid overly informal compositional style and language. Similarly, the use of the first person singular or plural is not to be used except where the usage mirrors the style of academic/scientific papers in scholarly publications. Contractions are not to be used except for intentional style purposes or within quoted materials. In citing a person, diminutive forms of first names shall not be used. For all tables and figures, see "Graphics Requirements" below for more detailed instructions. All manuscripts must use one-inch margins throughout. Authors are to submit all materials in an electronic format compatible with MS Word for MacOS and Windows. It is the author's responsibility to ensure software compatibility for both text and graphics. Manuscripts should not contain any specialized formats, automatic styles, or other such features not capable of being easily translated between computing platforms or unable to be shaped by desktop graphics technicians at the Society's publishing house.

Bullets. Bullets are cumbersome in scholarly work and are not permitted. An exception may be made for an appendix that reproduces an already in-use reference. Numbered lists are acceptable.

Electronic Submission. All manuscripts should be submitted via our online manuscript submission portal at https://mc04.manuscriptcentral.com/srai_jra. All manuscripts must be submitted in MS Word format for MacOS and/or Windows. See directions below regarding graphics. Authors may wish to review examples of previously published articles as guides.

Typeface. Except for the title, Times New Roman 12pt font is required for the body of the manuscript and references. Do not use bold or underlining for emphasis. Italics are allowed as appropriate to APA style guidelines.

Headers and Footers. Headers or footers (including footnotes) are not permitted in the manuscript. Pagination is allowed at the bottom center for review purposes only.

Punctuation. For the Abstract and Author's Note only, type these texts as single paragraphs with no indents. For all other paragraphs, start each with an indent. Use a comma between elements and preceding the conjunction (and, or) in a series of three or more. Use a semicolon to separate elements in a series that already contains commas. Use a colon between a grammatically complete introductory clause and a final clause. Do not use a colon to introduce an incomplete sentence. Avoid the overuse of double quotation marks for words; use them only the first time an ironic comment is coined. Introduce a key or new technical term in italics.

References. The APA publication manual provides detail on the correct format, including the hanging indent for the second and subsequent lines of the reference. A brief list of common citation types follows. Use Arabic numbers throughout the references unless a Roman numeral is part of a title. Most *Journal* articles should provide a reference list at the end on a separate page. Accuracy is the responsibility of the author; references will not be validated in editorial review. The APA publication manual provides detail on the correct format for all referenced articles except for law reviews, which will follow the referencing styles and techniques used by those institutions and law schools. Finally, other types of Reviews (e.g., book/media or resource reviews) do not require references per se unless essential.

V. Graphics Requirements

All tables, figures and graphics must be submitted in two ways. First, they are to be submitted at the end of the MS Word document per below. They are also to be submitted as separate computer files. Graphics and figure files must be submitted permanent graphic file formats such as PNG or JPG. Tables must be submitted in an editable format, such as an Excel Sheet or MS Word Document. The two sets of submissions allow graphics specialists to provide careful quality assurance and quality controls due to the possibility of font or image anomalies when transferring files between computer hardware or between interoperable computing systems.

Graphics may be submitted in color. They must be clear and easily readable. Authors are solely responsible for ensuring the readability of graphics and will be asked to revise or edit. The editorial staff is not responsible for editing graphics, tables, and figures.

Tables are to be numbered consecutively in the order in which they are introduced in the text, using Arabic numerals preceded by the word "Table." Identify each figure, drawing, illustration, chart, or graph consecutively by number (using Arabic numerals) preceded by the word "Figure." Consistent with the comments above, all graphics must be in file formats suitable for desktop graphics publishing. When creating tables, figures, or graphics within word processing documents, present all text in standard Times New Roman.

Per above, do not embed tables and figures within the manuscript itself where they will appear at publication. Place on separate pages after the references. However, within the appropriate place in the actual text of the paper, embed a "stage direction" immediately before where the table or figure should appear. Bold, italic text and parentheses are to be used for the "stage directions." Authors are to center the "stage direction" so that it assists graphics designers when shaping copy. The following is an example:

(Insert Table X or Figure X here)

Authors are to avoid incorporating commercial references and logos in figures. Figures must fit into one or two columns of the Journal page and be very clear. Use only Times New Roman font. Notes are to be in italics at the bottom of the table as may be applicable. The table's number is presented flush left (and in consecutive order) without a period after the table number. The title, italicized and in upper/lower case, starts flush left one line beneath it. Place the title information above each table, in the following format:

Table 1

Journal Readership Exceeds Expectations

Place the title information beneath each figure, in the following format:

Figure 1. Journal readership exceeds expectations.

If there are any questions regarding complications regarding tables, figures and graphics, the Editor may assist. Assessment and decisions regarding such issues will be made after hearing requirements from the *Journal's* publisher/graphics arts experts.

VI. Authorship

For all submissions to *The Journal of Research Administration*, the naming of authors is to be consistent with contemporary practices of other academic publications and the norms for responsible authorship and publications under the core elements for the responsible conduct of research. Authorship may only be ascribed to those individuals who personally contributed to the actual writing of a manuscript, its design, conceptual development, or its academic or professional scholarship. Honorary authorship by virtue of one's position within a first author's chain of command (e.g., Department Chair) is not permitted. Authors are permitted to list

other individuals as contributors where this would be relevant and appropriate. Contributor information is to be placed in the Author's Note section. However, information about contributors must be kept brief and relevant.

Authors submitting manuscripts must apprise the Editor immediately if controversies exist concerning the authorship or other related issues. The *Journal of Research Administration* cannot take responsibility for mitigating author disputes or related controversies. If an author dispute were to be discovered and claimed after publication, the *Journal of Research Administration* and the SRAI Office of Counsel have the right to direct retractions, errata, or other corrections in future editions of the Journal in accordance with pertinent laws, regulations, federal requirements, or academic standards. These actions and others may be taken in the event of research misconduct.

The Editor and relevant members of the Journal Editorial Board reserve the right to edit contributor information. The Editor and relevant members of the Journal Editorial Board also reserve the right to dialogue with authors concerning author designation. Failure to comply with these standards for authorship designation may result in the rejection of a manuscript.

VII. Responsible Conduct of Research Standard

Authors must clearly adhere to all standards regarding research integrity and the responsible conduct of research. The *Journal of Research Administration* strictly adheres to requirements regarding research misconduct, namely falsification, fabrication, and plagiarism. If an allegation of research misconduct is made, the matter is immediately referred to the Editor, who then immediately refers the matter to the *Journal's* Intellectual Property Counsel and the SRAI Office of General Counsel. The *Journal of Research Administration* strictly will support all requirements and processes for such matters to their conclusion.

Articles involving human subjects or animal research must indicate appropriate IRB or IACUC protocol review and approval, and cite the approved protocol number.

Similarly, authors must disclose relevant conflict of interest information where applicable. All questions regarding these areas and other matters related to academic, research, publications, or professional ethics are to be referred directly to the Editor.

VIII. Artificial Intelligence Use

The *Journal of Research Administration* recognizes that artificial intelligence (AI) tools are increasingly used in scholarly work. The below guidelines are intended to promote transparency, maintain research integrity, and preserve the human-centered nature of scholarly authorship and peer review. Authors may use AI tools during manuscript preparation, provided such use is fully disclosed in the acknowledgements at the time of submission. AI tools must not be listed as authors and may not replace human intellectual contribution to study design, interpretation, or scholarly argument.

Authors are required to use the following tool to create an attribution statement:

<https://panbibliotekar.github.io/gaidet-declaration/>.

An example disclosure:

“Disclosure of Delegation to Generative AI. The authors declare the use of generative AI in the research and writing process. According to the GAIDeT taxonomy (2025), the following tasks were delegated to GAI tools under full human supervision:

- Proofreading and editing

- Summarizing text
- Formulation of conclusions
- Reformatting

The GAI tool used was: ChatGPT 4.5.

Responsibility for the final manuscript lies entirely with the authors.

GAI tools are not listed as authors and do not bear responsibility for the final outcomes.

Declaration submitted by: Author”

Failure to disclose AI use may result in editorial follow-up or additional review.

IX. Intellectual Property and Copyright Information

The *Journal of Research Administration* is a peer-reviewed publication of international renown. As such, it upholds and complies with all requirements regarding intellectual property protection and copyrights as applicable. The *Journal of Research Administration* also adheres rigorously to United States norms for publications and responsible authorship under the standards for the responsible conduct of research. The *Journal* furthermore honors the academic standards and expectations of other international peer publications.

When an author's manuscript is submitted for consideration to the *Journal of Research Administration*, authors must sign the appropriate author agreements and comply with various SRAI directives. One such area is to ensure that SRAI respects authors' work, especially if it is derived from previous efforts. Therefore, all authors must disclose such factors and work with the Editor, the *Journal* Intellectual Property Counsel, and the SRAI Office of General Counsel to preserve all intellectual property and copyright issues. The following information is essential for authors to realize in anticipation of required author agreements. The *Journal of Research Administration* will not publish any materials whose authors have not completed author agreement requirements. Please carefully review the material below. All questions concerning the information below and its applicability to specific cases are referred to the Journal Intellectual Property Counsel and/or the SRAI General Counsel. The following issues have particular importance in this regard.

Once an author submits a manuscript to the Editor, the author is not permitted to have that work under simultaneous consideration by any other publisher or organization. Similarly, if an author submits a proposal for future manuscript development and the proposal is accepted, then the proposal and its subsequent manuscript cannot be submitted elsewhere. If by chance an error has been made in these regards, the author must obtain a clear release from the other publisher or publishers and submit this to the Editor for consideration. If an author wishes to have a previously submitted manuscript or already accepted proposal published by another organization, the author must submit a formal request to the Editor. Permission is needed before finalization.

In addition, unless there is clear justification and only with the written permission of the previous publisher, the *Journal of Research Administration* will not accept manuscripts that have been published elsewhere, or that will be published prior to appearing in the *Journal of Research Administration*. Authors must inform the Editor of such matters at the time a manuscript is submitted. Such matters must be acknowledged in the Author's Note. These matters usually require the review of the SRAI Office of Counsel. Counsel oversees and advises in the area of intellectual property and copyright matters.

Similarly, if an author's manuscript is based upon one's previous thesis or dissertation, the author must officially inform the Editor regarding copyright ownership. If the copyright for the foundational thesis or dissertation is owned by anyone other than the author, such as the degree-granting university or other institution of higher learning, the author must obtain and submit to the Editor and Counsel a copyright release and permission to publish from the copyright owner. Until the matter of copyright is completely processed and

resolved successfully, the author's manuscript cannot be published in the *Journal*.

General Copyright Guidance: Normally, authors will be expected to assign the copyright for all material accepted for publication in the Journal, with appropriate credit of ownership being attributed to the submitting party. Unless expressly agreed to by SRAI, the material's copyright (i.e., ownership) will be transferred to SRAI. Other arrangements may be made (e.g., exclusive or non-exclusive licenses) but must be proposed by the author when submitting a proposed article. If a contributor prepared the submission in the scope of his or her employment, the employer must assign its rights, or the author must be able to prove that the employer has already ceded copyright back to the employee (e.g., through an institutional copyright policy). Government employees will be required to obtain publication clearance approvals in accordance with agency procedures for works prepared as a part of their official duties. Students submitting material from a dissertation or other academic work should check with their institution to confirm ownership. All authors must obtain permission for the use of any material owned by others, including tables, figures, graphs, charts, drawings, photographs and other illustrations, and digital media works.

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