

**NACADA Journal Author Agreement**  
NACADA: The Global Community for Academic Advising  
2323 Anderson Ave., Suite 225, Manhattan, KS 66502  
Phone: 785.532.5717 Fax 785.532.7732



\_\_\_\_\_  
Manuscript title

\_\_\_\_\_  
Author

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Mailing address for author copies

\_\_\_\_\_  
City/state/province/postal code

1. The author (named above) guarantees that the manuscript (herein referred to as “the work”) is original and is not under consideration by another publication outlet. Further, the author assures that no conflict of interest exists.
2. The author guarantees that data and information included in the work are cited correctly and the work does not infringe upon any copyright or the proprietary rights of others. The author acknowledges that NACADA: The Global Community for Academic Advising and the editors of the *NACADA Journal* are harmless in the event of any claims, actions or proceedings instituted against the author based upon this work.
3. The author has secured written permissions to reprint or reproduce previously copyrighted material used in the work and has furnished this documentation to the *NACADA Journal* copy editor.
4. The author grants and assigns to the *NACADA Journal* full and exclusive rights during the term of the copyright to publish or allow others to publish the work in all forms and in all languages throughout the world as per Creative Commons Publication Creative Commons “Attribution-NonCommercial-NoDerivs CC BY-NC-ND license (see <http://creativecommons.org/licenses/by-nc-nd/4.0> ). The author will not publish an abridged or other edition of the work without written consent of the *NACADA Journal* editors.
5. Journal production is contingent upon the final manuscript being deemed worthy of publication by the editors. The author will answer queries, make any needed revisions, and work within copy edit deadlines. The editors reserve the right to postpone or cancel publication of any work when the author fails to meet conditions listed.
6. Each author will submit a short biographical statement providing current institution and position to the *NACADA Journal* copy editor. While not required for publication, authors are encouraged to submit their ORCID digital identifier in their biographical statement. Find out more about ORCID, including how to apply for an ID, at <https://orcid.org/>.
7. The editors reserve the right to edit and format the work according to the style specifications used by the *NACADA Journal*.
8. The author understands that expenses incurred in the writing or editing of the work will not be reimbursed by NACADA or the editors of the *NACADA Journal*.

Please sign, date, and return this agreement within 7 days of the date received. The agreement is not deemed effective until signed and delivered. The editors of the *NACADA Journal* reserve the right to cancel the agreement at any time.

\_\_\_\_\_  
Author’s Signature

\_\_\_\_\_  
Date

Return as a PDF attached to an email addressed to [journals@ksu.edu](mailto:journals@ksu.edu). The signed agreement may also be faxed or mailed to the address at the top of this agreement.