

Oracle Style Guide

Oracle publishes scholarly articles, essays, and reviews on a broad range of issues related to the development of fraternity and sorority members as both undergraduates and alumni and that advance the knowledge of the fraternity/sorority movement.

Focus and Scope

Research articles for *Oracle* should stress the underlying issues or problems that stimulated the research; treat the methodology concisely; and, most importantly, offer a full discussion of results, implications, and conclusions. We also encourage the submission of thoughtful, documented essays or historical perspectives.

Oracle publishes research-based articles involving fraternity and sorority members at the collegiate, alumni, inter/national organization, and volunteer advisory levels. Manuscripts should be written for the student development generalist who has broad responsibilities for educational leadership, policy, staff development, and management. Articles on specialized topics should be written to provide the generalist with an understanding of the importance of the program to student development overall and fraternity/sorority advising specifically; such an article should not take the form of a program specialist writing to a program specialist.

Subject matter should be of interest to college and university staff and faculty, higher education scholars and policy makers, and others interested in the fraternity and sorority movement. We welcome articles, letters, reviews, and other documents that help educators in colleges and universities make decisions or gain insight into ways to promote more effectively the education of college students. Research based, practical, and theoretical manuscripts are all encouraged from students, researchers, practitioners, and those with an interest in college and university student development.

Citations

The Association of Fraternity/Sorority Advisors adheres to the 6th Edition *Publication Manual of the American Psychological Association* (APA) for all citations.

The APA citation format requires parenthetical citations within the text rather than endnotes or footnotes. Citations in the text provide brief information, usually the name of the author and the date of publication, to lead the reader to the source of information in the reference list at the end of the paper.

To reference appropriate citations please see <http://www.apastyle.org/previoustips.html>.

Recommended Length

Articles for *Oracle* can vary in length. The suggested length for a feature article is from 2000-3000 words (approximately 15-20 double-spaced pages, inclusive of references, tables, and figures). Submissions should include an author autobiography of approximately 100 words, and an abstract of approximately 200 words. However, the quality, relevance, and cohesiveness of the writing will be the deciding factor to print an article rather than the length. Any questions regarding the length of an article should be directed to the editor. Submissions (including quotations) should be double spaced, but otherwise prepared within the guidelines of the latest edition of the *Publication Manual of the American Psychological Association*.

Submission Process

Submit articles via email as Microsoft Word attachments. Authors of accepted manuscripts assign to *Oracle* the right to publish and to distribute those texts electronically, to archive those texts, and to make

them permanently retrievable electronically. Authors retain the copyright of their texts. After accepted texts appear in *Oracle*, authors may republish their texts subject to written approval from the Editor.

Common Submission Errors:

- Not using inclusive language for inter/national and multicultural organizations, as well as references to race, ethnicity, sexuality, and disability (See *APA Manual* for how to utilize inclusive language).
- Not defining acronyms first before using in articles.
 - **Instead of:** AFA is a great organization for learning about fraternity/sorority communities.
 - **Use:** The Association of Fraternity/Sorority Advisors (AFA) holds an Annual Meeting for professional development. AFA also provides webinars throughout the year to develop its members.
- Expecting all professionals or volunteers to have the same educational or experiential background (e.g., reference to developmental theories).
 - **Instead of:** This demonstrates that fraternity men are lacking in Vector 4.
 - **Use:** Chickering and Reisser’s (1993) fourth vector “Moving through Autonomy towards Interdependence” may apply to fraternity men.
- Placing punctuation incorrectly.
 - **Instead of:** "The stove was hot".
 - **Use:** "The stove was hot."
- Submitting articles that are solely meant to promote the sale of a program or resource.
- Overusing the first person (e.g., I went; we went).
- Not providing appropriate citations within the text or on the references page. We ask that authors please be vigilant about citing when appropriate to avoid plagiarism and so that readers can verify the veracity of each argument made.
- Not submitting in the appropriate format.
 - Articles should be submitted using the following software and pages formats:
 - Microsoft Word (.doc or .docx files) so that editors can use the “track changes” feature to provide feedback.
 - 1” Margins around the entire page
 - 12 pt. Times New Roman or Verdana font
 - Double Spacing (2 pt.) with no additional spacing in between paragraphs. For tips on using APA style in Word 2007 see <http://chiron.valdosta.edu/mawhatley/3600/apafomat2007.pdf>
- Assuming that research about one association type applies to all other associations, such as NPC, NIC, NPHC, NALFO, NMGC, or NAPA, as well as any other grouping of fraternities or sororities.

Jargon Use

Instead Of...	Use
Greek	Fraternity/Sorority
Greek Advisor	Fraternity/sorority professional; campus based professional

Headquarters staff	Fraternity/sorority professional; organization staff member
National (this term may be appropriate if referring to an specific organization)	Inter/national
Rush	Recruitment or Intake
Rushee	Potential new member (PNM)
Pledge	New member; Associate member
Frat (this term is acceptable in some contexts. Consult with <i>Oracle</i> editor if you are unsure)	Fraternity
Actives	Members; Active members
House (referring to the organization). House is acceptable when referring to the physical structure.	Chapter; Sorority; Fraternity
Greek System	Fraternity/Sorority community
Listserve	Listserv
E mail	E-mail or Email, but be consistent
Website	Web site
Dorm	Residence hall
AFA Conference	Annual Meeting

Review Spelling and Grammar

A list of common spelling and grammar errors that can be a brief refresher course is available at:
http://www.agseminary.edu/dmin/project/gram_spell_err.pdf

As always, if there are any questions about vocabulary use, style, formatting, or other elements of publication, please contact the editor and he/she will provide clarification.

Other Association of Fraternity/Sorority Advisors Publications

Articles not considered under our peer review process for publication in *Oracle* may be submitted to the Association's quarterly magazine, *Perspectives*, for consideration by that Editorial Board. Please indicate at time of submission if you do not want your article to be considered by *Perspectives*.