Contributing to the OLC Center for Digital Learning and Leadership

The Online Learning Consortium Research Center for Digital Learning and Leadership provides five pathways for open publishing. Please review the information on each type to determine which pathway is best for your empirical or practitioner-based contribution. Once you’ve decided which type of contribution to submit, please review the Submission Preparation Checklist. Following this checklist can shorten the length of time to publication as the review and editorial process is faster. Should you have questions prior to submission, please contact the Sr. Director of Research and Publications. While a full review of the contribution will not be conducted, questions are always welcome.

Types of Contributions

Peer-Reviewed Article
The Online Learning Journal (OLJ) is OLC’s premier peer-reviewed academic journal. In its 22nd year of publication, OLJ is an open-source journal that uses a double-blind review process and has a 25% acceptance rate. Time to publication is typically five months, however, there are exceptions in which this time might be shortened, for example, when there is a special issue. The majority of articles are empirical research; however, literature reviews and efficacy research are occasionally published. OLJ articles are typically 6,000-8,000 words in length and follow APA Style.

Please note that articles published in OLJ are published on the OLJ website. Some OLJ papers are linked to through the Research Center.

Article
An article for the Research Center follows the same guidelines as a peer-reviewed article, however, it is not peer-reviewed. In other words, it will be reviewed for publication by the Sr. Director of Research & Innovation, but it will not go through a blind review process. Authors can expect a review to be completed in one month.
from the time of submission. This may be a good option for those who are not concerned about publishing in a peer-reviewed journal but have run a qualitative or quantitative research study.

**White Paper**
A white paper is an authoritative paper on any given topic. Typically, a white paper is providing a position statement and background on the topic, as well as providing plausible/possible solutions. It is a research paper that includes references and follows APA Style. Authors can expect a review to be completed in one month from the time of submission.

**Case Study**
OLC can conduct a case study for your institution or organization. For more information, contact the Sr. Director of Research & Innovation. If you have conducted a qualitative case study, you can submit either to the Online Learning Journal or to the Research Center. Please review the options outlined in Peer-Reviewed Article and Article sections. Authors can expect a review to be completed in one month from the time of submission.

**Blog**
OLC’s blog, OLC Insights, accepts submissions on a regular basis. Blogging is an informal type of writing that briefly focuses on a given topic and might be informational, reflective, or experiential. Posts should be 600-2,000 words in length and include citations and hyperlinks where necessary. Authors can expect a review to be completed in one month from the time of submission. Blog posts are not featured in the Research Center; however, they are maintained on the blog for at least one year and are most times featured in our social media feeds (Twitter, Facebook, LinkedIn).

**Submission Preparation Checklist**
As part of the submission process, authors are required to check off their contribution’s compliance with all the following items. Submissions may be returned to authors that do not adhere to these guidelines:
1. **Online Learning Journal Only**: The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

2. Before submitting a manuscript for review, please evaluate whether the manuscript will meet the review guidelines:
   a. The topic is of interest to the field of digital learning.
   b. The manuscript's organization is clear, and its components are complete.
      i. **Online Learning Journal and Article Submissions**: Abstract, Keywords, Introduction, Review of Related Literature, Research Questions, Methods, Results, Discussion/Conclusions/Recommendations, References, and Acknowledgments section, if applicable.
      ii. **For White Paper Submissions**: Introduction/Summary, Background/Problem, Solution, Conclusion, Works Cited.
      iii. **For Blog Submissions**: Please follow AP (not APA) Style.
   c. **Online Learning Journal and Article Submissions**: The research strategies and methods are appropriate and the choices for these strategies are explained with analyses of strengths, weaknesses, limitations and next steps. Information is provided on the research design, participants and variables sufficient to allow others to replicate the study.
   d. The manuscript is correct in grammar, punctuation, and APA style.

3. The submission file is in a Microsoft Word document file format.

4. When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., [https://onlinelearningconsortium.org/read/online-learning-journal/](https://onlinelearningconsortium.org/read/online-learning-journal/))

5. The text is single-spaced for *Online Learning* and double-spaced for all other submissions; otherwise follows APA Style; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

6. Ensure that ALL authors are listed exactly the way you want it to appear in the publication.
Unless you are submitting a blog post, all submissions follow APA Style 6th Edition Style guidelines for its publications. For the basics of APA Style, refer to Purdue Online Writing Lab.

Formatting Your Paper
For basic guidelines for page set-up, style and formatting, please visit the Author Guidelines section of the Online Learning website or refer to the Purdue OWL website.