

## **FEMA's Higher Education Program Student Research and Scholarly Papers**

*FEMA's Higher Education Program* is soliciting scholarly papers from students desiring to contribute to the advancement of knowledge in the growing discipline and profession of emergency management. Papers should provide relevant theoretical and practical research applications as they relate to the field of emergency management, and should offer an original and objective review of both past and present issues in emergency management. Preference will be given to research and scholarly papers; however, some abstract submissions will be considered. **All graduate and doctoral students are invited to contribute.**

These scholarly papers will be peer-reviewed. Initial manuscript submissions, questions, comments, or suggestions should be sent to:

*Daniel Martin, MA, CEM, CFM*

*T: 847.477.6542*

*Emails: [Dwmartin75@aol.com](mailto:Dwmartin75@aol.com)*

***For Submissions, please entitle email "FEMA Higher Ed Student Corner Article Submission"***

Daniel Martin will be assisting the FEMA's Higher Education Program with scholarly and technical assistance. Manuscripts meeting the submission and scholarly requirements will be presented to FEMA's Higher Education Program for final approval. Approved papers will be posted on the FEMA Higher Education Web site at <http://training.fema.gov/EMIWeb/edu/studentcorner.asp>.

### **Manuscript Submission Requirements & Procedures**

**Format:** Must be submitted as a Microsoft Word document

**Typeface:** Serif (e.g. Times New Roman, Garamond)

**Font size:** 12 points

**Spacing & Margins:** Manuscript should be double spaced with one-inch margins.

**Citation:** APA style format

**Paper Length:** There is no word-count limit; however, students should avoid submitting papers larger than 10,000 words.

#### **Types of acceptable papers may include:**

- Research/technical papers
- Case Studies
- Editorials

#### **Manuscripts should include the following sections:**

## **1. Cover Page**

The cover page should include the article's title, full name of student(s), highest relevant academic degree(s), and the student's institutional affiliation(s). The current e-mail address, telephone number, and any additional contact information for each author should also be included. In addition, the word count for the manuscript should be provided in this section.

## **2. Abstract**

The abstract should be limited to 150 words. It should include the research question/purpose of work, a very brief explanation of the methodology, and major findings.

## **3. Text**

In most instances, the main body of the manuscript should include the following sections: Introduction, Methods, Results/Findings, Discussion, and Conclusion.

## **4. A Reference List**

*Scholarly papers failing to provide proper attribution and a reference list will not be accepted.*  
The APA reference and citation system is preferred.

## **5. Notes (if applicable)**

## **6. Figures/Graphs (if applicable)**

Figures and graphs can be inserted where the information pertaining to the figure or graph is being discussed in the text. Although it is not preferred, it is also acceptable to place them at the back of the manuscript. Figures and graphs should be titled and numbered.

## **7. Tables (if applicable)**

Tables can be inserted where the information pertaining to the table is being discussed in the text. Although it is not preferred, it is also acceptable to place tables at the back of the manuscript. Tables should be titled and numbered.

## **8. Appendix (if applicable)**

## **9. Acknowledgements (if applicable)**

## Submitting Your Paper

Please send an electronic version of the manuscript as a Microsoft Word document to:

Daniel Martin, MA, CEM, CFM

Phone: 847.477.6542

E-mail: [Dwmartin75@aol.com](mailto:Dwmartin75@aol.com)

**Entitle Email: FEMA Higher Ed Student Corner Article Submission**

## Manuscript Review Process

Students' scholarly papers will be accepted with the understanding that they are submitted solely to the *FEMA Higher Education Program*.

All manuscripts will be subject to review for relevancy of content, methodology, grammar, and other scholarly requirements. Papers will be reviewed by at least two reviewers. Students will be advised of the status of their submissions within 90 days.

FEMA's Higher Education Program will ensure that the review process is fair and free of any personal biases. It should also be noted that upon submission, unpublished information contained in the manuscripts will remain confidential, and will not be used by those reviewing the manuscripts without the consent and approval of the author(s) of that paper.