

FAQ

What is the CAIR Report?

“The CAIR Report” is a publication of the California Association for Institutional Research (CAIR) featuring research shared by presenters at the annual CAIR conference in written form. Articles are selected both for their caliber of research and reflection of the conference theme. The publication also functions as a mechanism for sharing emerging research in institutional research with those who are not able to attend the conference in person.

Why submit?

Submitting to the “The CAIR Report” offers CAIR presenters an opportunity to gain additional recognition for your work through written publication. Submission to the publication is offered to conference presenters as a professional development opportunity.

Who can submit for publication in the CAIR Report?

All CAIR presenters will be invited to submit a written version of their work to the CAIR Report. CAIR does not require that submissions be exclusively published in the CAIR Report. Presenters may submit their work to other publications following their inclusion in the CAIR Report. However, applicants should consider if journals or other publication they might consider submitting to in the future require exclusive publication of their work. Note: Most Higher Education journals and AIR Professional Files will not accept submission that have been previously published.

Who reviews my submission?

Submissions for the CAIR Publication are reviewed by the Peer Review Committee which is composed of a committee of Past CAIR Presidents

What do I need to submit?

Applicants submit a written form of their work that

- a) Is 5-10 pages in length (2,500 to 5,000 words)
- b) Is applied research in Institutional Research
- c) Reflects the theme of the CAIR conference
- d) Includes the following components:

Title: Includes a clear, concise description of the paper.

Abstract: Tells the reader what the paper is about and highlights findings (100-150 words)

Introduction: States of the need for the research and questions it will answer. Authors state research questions or objectives addressed by the research and describe the value of their research over previous research that has been conducted in this area. Citations for previous relevant research in the research area should be included in this section, using APA style.

Methods: Description of data used; including sources, sample and data features and/or collection methods. This section should also include a description of the analytic approaches or measures used to answer the research questions.

Results: Authors describe findings using data tables and evidence from their analytic approaches described in the methods section. Data visualizations (charts, graphs, table and figures) should

clearly represent answers to the research questions stated in the introduction and include metrics for statistical significance where appropriate.

Discussion: Authors interpret results in the context of the research questions. Authors state limitations of the research and additional research ideas that might contribute to topic. If no further research is needed, authors make recommendations based on their findings. Authors also discuss the impact of their work on their campuses, such as how it was received by campus decision-makers, and decisions or changes that were made as a result of their research.

What is the timeline for publication?

Applicants will be invited to submit their work through an email to presenters after the conference. Applicants will also be reminded of the deadline to submit in Ballroom Slides at the Conference and after the conference through Presidents email.

Deadline for Submissions is Feb 16th 2019

Peer review committee does initial review of submittals using a rubric and decides on which articles will be moved forward for further consideration and which are not accepted for publication at this time.

Submitters are contacted regarding decision in Mid-March and advised of any revisions that need to be made to submissions.

Revisions are made as needed by authors by April 22nd, 2019

Peer Review committee does second round of review on revisions, any additional changes are requested from authors by May 15th, 2019

Selected revised materials are published in pdf on CAIR website in Summer 2019.

Authors will be presented a certificate at the CAIR Conference in November 2019.