

Introduction to Indexes for Volumes 1-15

A few comments may be helpful as you use the following cumulative indexes to the first 15 volumes of the *NACADA Journal*.

Sample entries:

- Note that the article A has been ignored in alphabetizing. →
- Habley, Wesley R., book review, VI:i:104-106
"Fire! (ready, aim): Is criticism of faculty advising warranted?," XIV:ii:25-31 ← Note sequence of volume number, issue number, and page numbers.
"The relationship between institutional characteristics and the organization of advising services" (Habley & McCauley), VII:i:27-39
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"Helping marginal students improve academic performance through self-management techniques" (Pawlicki & Connell), I:i:44-52

Alphabetization:

We have alphabetized letter by letter, following, however, the dictum prescribed by the *Publication Manual of the American Psychological Association* (4th ed.) that "nothing precedes something" (e.g., the entry for "Hart, William" above precedes that for "Hartmann, Ivy" even though *m* precedes *w* in the alphabet). The other exception to letter-by-letter alphabetization is that an article (i.e., *A*, *An*, or *The*) at the beginning of an entry is disregarded.

The **Author/Title Index** includes:

- Journal* articles listed by title
- Journal* articles listed by author (In the case of multiple authors, the article is listed under each author, with all authors mentioned parenthetically at the end of the entry.)
- books reviewed in the *Journal*, listed by title
- books reviewed in the *Journal*, listed by author or editor
- book reviews listed by reviewer

The **Subject Index** provides access to *Journal* articles and book reviews in rather general terms. Articles are classified by subject headings that designate each article as a whole rather than referring to specific portions of the article. In general, articles are listed under 3-6 subject headings and book reviews under 1-2.

Headings marked with an asterisk (*) are also ERIC descriptors.

Headings marked with a dagger (†) are also National Clearinghouse for Academic Advising descriptors.

The **Index by Type of Institution at Which the Research Was Undertaken** classifies articles by data-gathering site. Articles that report the findings of studies undertaken by the authors are listed here under the categories delineated in *A Classification of Institutions of Higher Education* published by the Carnegie

Foundation for the Advancement of Teaching. In cases where data came from several institutions, articles are listed under each appropriate heading. The utility of this index is twofold. First, it allows readers ready access to studies performed at institutions similar to their own with findings that may therefore be most relevant. And second, it provides insights into research needs in academic advising. For example, a glance will show that although there have been numerous studies at research institutions, few have been undertaken at two-year colleges.

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