

# **Southeast Journal of Educational Administration**



## **Submission Guidelines and Information for Authors**

A refereed journal sponsored and published by the  
Southern Regional Council on Educational Administration

## **Submission Guidelines**

### **Submission Information**

The editors for the *Southeast Journal of Educational Administration* (SJEA) have an open call for proposals, and will publish an issue at varying times throughout the year—generally spring and fall. The majority of content will be original research articles. Book reviews will be included beginning in Volume 22, Issue 1, and a limited number of commentaries/concept papers will be peer reviewed.

Manuscripts for original research articles should be approximately 20 to 30 double-spaced pages, including references, tables, figures, and appendices. Authors must follow guidelines promulgated in the 7<sup>th</sup> Edition of the *APA Publication Manual*. All manuscripts must be masked for blind review (see process document for steps to mask a document) and submitted with a separate cover page as *Microsoft Word* documents. Tables and figures should be included at the appropriate location (do not send separate files for tables and figures) and tables must be formatted and inserted using the table function in *Microsoft Word*.

### **Journal Scope**

Members of the professorate, graduate students, and practitioners of educational leadership are encouraged to submit research-based (quantitative, qualitative, and mixed-methods) manuscripts for consideration. Topics include:

- Problems of practice in educational leadership
- Connections of theory to practice
- School effectiveness and continuous-improvement initiatives

- Issues pertaining to equity, diversity, and social justice
- Research into aspects of law and policy
- School funding and issues of finance in education
- Issues in principal preparation

### **Manuscript Submission**

Manuscripts will only be accepted as a *Microsoft Word* document; double spaced; in Times New Roman, 12-point font; with embedded tables and figures; and clearly delineated sections using appropriate headings. Formatting must be in accordance with the 7<sup>th</sup> Edition of the *APA Publication Manual*, including use of personal pronouns over passive voice. Each manuscript must contain a 100- to 250-word abstract and four to six keywords. Provide descriptive information for the study's research design (e.g., case study or phenomenology, not just qualitative approach). Any external funding or potential conflicts of interest must be addressed by the author(s)—a statement indicating an absence of conflict is not needed. The manuscript must be masked as all submissions are double-blind peer reviewed.

### **Book Review Submissions**

Book reviews must be submitted with same requirements as an original research paper, except the review length should be three to five double-spaced pages including references. No abstract is needed. Begin the review with the full reference citation formatted according to the guidelines in the 7<sup>th</sup> edition of the *APA Publication Manual*, plus list the 13-digit ISBN, and the list price. The review should not simply be a chapter-by-chapter summary, but an evaluative commentary with objective statements of strengths and weaknesses. The book must be recently published (within the past five years)—leadership textbook reviews are encouraged. A statement indicating if a book was received directly from a publisher or author must be included.

## **Commentary/Concept Papers**

A commentary is a peer-reviewed article, shorter than an original research paper (7 to 10 double-spaced pages) in which the author addresses a problem of practice, implementation of research-based practices, or address a current challenge in the field, and aligned to the scope of the journal. An abstract is not needed for a commentary; however, appropriate references are required. A concept paper is peer-reviewed article in which the author presents a research-based concept that requires further explanation and discussion, and may or may not have empirical data yet available. Concept papers must follow the same requirements as an original research paper, except be limited to 10 to 15 double spaced pages including references, tables, figures, and abstract.

## **Review Process**

1. All submissions will be reviewed by an SJEA editor. The assigned editor shall serve as the point of contact for the author(s). Upon preliminary review, the editor will assign a minimum of two reviewers who have expertise in the discipline or research methodology, or inform the author(s) of issues and provide a reason for rejection.
2. SJEA reviewers must hold a terminal degree in educational leadership, educational administration, or closely related field. Once assigned, a reviewer will have 14 calendar days to provide feedback and a recommendation to the assigned editor.
3. Upon receiving feedback from all assigned reviewers, the editor will convey a decision with one of four possible outcomes: (a) accepted as submitted (extremely rare), (b) accepted with minor revision, (c) accepted with major revision (requiring a second peer review), or (d) rejected with an option to resubmit with substantive changes.

4. Authors should expect to revise a manuscript prior to final acceptance, and must respond to editorial requests in a timely manner.
5. Final acceptance is solely determined by SJEA editors.

### **Open-Access Policy**

The editors of SJEA support an open-access format. Content shall be available on website of the publishing host, the *Southern Regional Council on Educational Administration*, and remain freely available for dissemination and exchange of ideas in the field of educational leadership. There are no submission or publications fees associated with SJEA.



The Southeast Journal of Educational Administration is a refereed journal sponsored and published by the Southern Regional Council on Educational Administration. All manuscripts have been double-blind peer reviewed, accepted, and endorsed as contributing to the scholarship and practice of educational leadership. Authors may reproduce work for professional usage; all others must acquire written permission to copy or distribute.

## How to Mask a Manuscript for Blind Review

Most academic journals use a double-blind peer-review process to determine suitability of manuscripts for publication. The editors of the *Southeast Journal of Educational Administration* (SJEA) endorse the practice and therefore will select a minimum of two qualified reviewers for each submitted manuscript. To ensure a Word document is masked for review appropriately, please follow the steps in this document.

### Step One: Do Not Include a Title Page in the Manuscript

- Because a Title Page typically includes author and institutional names, as well as contact information, **do not** include a title page as part of the file.
- Some journal requirements have a specification for a separate title page to be included. The SJEA editors do not require one.

### Step Two: Remove any Identifying Information

- Remove any uniquely identifying information from the text and reference list.
- Use clearly identified pseudonyms for institutional names—even if the actual name will be included in the final version.
- Use “Author” or “Authors” for in-text citations, along with the year of publication.
- Replace names with “Author” or “Authors” in reference list entries. The editors also recommend listing blinded reference entries first in the list.
- *Note.* Using “Control” plus “F” (Windows) or “Command” plus “F” (Mac) is one of the quickest methods to check for identifying names.

### Step Three: Select the Option to “Remove Personal Information”

- Properties often contain identifying information among the metadata. Use the Word option to remove personal information on save.

- See Figures 1 through 4 for step-by-step directions.

### 1. Choose the “Review” Tab

**Figure 1**

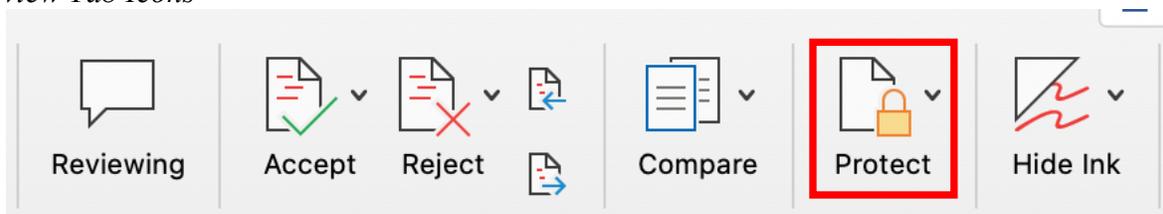
*Word Main Tab Options*



### 2. Select the “Protect” Option

**Figure 2**

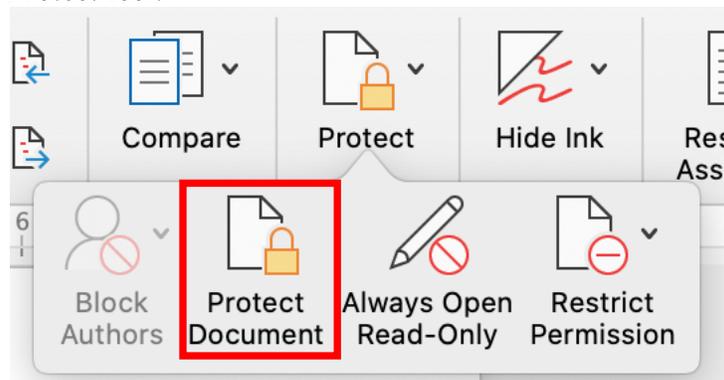
*Review Tab Icons*



### 3. From the Pop-up Window, Select the “Protect Document” Option

**Figure 3**

*Pop-up Options for Protect Icon*



### 4. Select Remove personal information from this file on save and click Ok

**Figure 4**  
*Protect Document Options*

Password Protect

**Security**

Set a password to open this document:

Password:

Set a password to modify this document:

Password:

**Protection**

Protect document for:

Tracked changes

Comments

Read only

Forms:

Password (optional):

**Privacy**

Remove personal information from this file on save

Cancel OK

**Step Four: Save File and Do Not Use Identifying Information in Document Name**

- After clicking “Ok” from Document Protection options, save the file.
- Ensure no identifying information is used in the document name. The editors recommend using “SJEA” and an abbreviated title for the Word file name, along with the date of submission.

For any questions, please contact one of the editors at [info@srcea.co](mailto:info@srcea.co). Thank you for considering submitting a manuscript to SJEA.