General Guidelines for Article Preparation and Development

All submissions to the *Journal of Educational Research and Practice* (JERAP) must adhere to both the Walden University Publishing Policies http://scholarworks.waldenu.edu/jerap/) and these "Submission Guidelines for Authors."

Only original manuscripts should be submitted. Manuscripts that have been previously published or are forthcoming in an archival journal or book (print or electronic) are not eligible for submission. Manuscripts that are currently under review with another journal (electronic or print) are also not eligible for submission. ***Please note:*** "publication" in a working-paper series does not constitute prior publication.

There are several categories for articles published in the JERAP. Please identify the category of your submission on the cover page and above the abstract. If no category is indicated, your submission will be returned.

The categories are:
1. **Research**: This section is for traditional empirical (quantitative, qualitative, or mixed methods) research and well-crafted, thorough, current reviews of the literature directly related to a relevant area of educational practice and inquiry. No more than 10,000 words.
2. **Scholarly Essays**: This section is for non-research but scholarly and academic insights related to issues of education, teaching, learning, etc. These essays can be reports of innovative practice, reports of new practice, or other scholarly writing about the world of education. Such essays should be written in a scholar-practitioner voice that speaks to a knowledgeable audience. No more than 5,000 words.
3. **Teaching, Learning, and Instruction**: This type of manuscript can include curricula, teaching methods, philosophies, or other matters of concern to instructors, teachers, or faculty at any level of education. No more than 5,000 words
4. **Reviews:** Reviews of media (books, videos, plays, and journals) or websites or grant opportunities for scholars are welcome here. Submissions in this category should include an integrative, themed narrative and not just a list of organizations, websites, or other resources. No more than 5,000 words.

In all cases, articles must exhibit a scholar-practitioner's voice as when speaking with a well-informed peer. Pedantic claims, ill-defined or ill-defended assertions, and summations that are more suited to an informal environment will not be considered. While current students are encouraged to submit their work, it must be specifically crafted for the *Journal* and be written using a scholar practitioner's voice. Entire dissertations, doctoral studies, master theses, and other capstone projects are not acceptable. Reviewers judge articles on their merit and whether they stand up to professional scrutiny.

As you think about developing an article, think about the structure in the following way:

Start with a problem or situation that exists and is clearly identified as needing attention. State your purpose and the perspective you are bringing to the problem and show how that perspective furthers understanding of the problem or how it might be addressed. Suggest how your article contributes to potential solutions or new insights. Sufficiently explain it so the reader will see the value in reading your work. Keep it short and clear. Manuscripts, including all text, references, charts, illustrations, etc., should be within the word limits noted above for the particular type of submission. Submissions are to use Times New Roman 12 point type (or similar) and conform to 6th edition style guidelines of the American Psychological Association. Respecting these limits and guidelines is essential for consideration of a manuscript.

Manuscripts should keep the reader's attention and sufficiently answer the reader's ultimate concern: "so what?" The manuscript must add to the reader's understanding of the subject. Particular emphasis and priority will be awarded NEW insights and the *Journal* expects that authors will contribute something of value to the literature.

Focus should be placed on what the reader will learn and how that knowledge will contribute to an improved understanding of improvement in educational insights and practice that could favorably impact the educational world in general. Conclusions should address the implications for practitioners, policy makers, and/or suggestions for further research.

When a well-informed reader finishes an article in the JERAP, he or she should: a) have learned something new and important, b) have gained an insight that is different in a way that stimulates further thinking, or c) be inspired to take action or investigate further.

Follow a logical and thorough conceptual map as you structure your paper so that it moves clearly and coherently from the identification of your problem/situation – the why of the paper – to your conclusions. When you finish a draft, it may help to leave it for a few days, then edit and polish it.

Please think carefully about the title of your article. Although "catchy" titles are permissible, even desirable in some cases for conference presentations, the title of your article should be more academic in nature, allowing the reader to determine at once what subject the author(s) are addressing. It should be brief, preferably without subtitles, and no longer than 12 words.

Please proofread your article carefully. Promising articles have been rejected because authors did not spend enough time proofreading the manuscript. Proofreading includes not only reading for accuracy but for readability, flow, and clarity. Authors are encouraged to have several colleagues read the article before it is submitted. Whether you are a native speaker of English or not, ask a colleague whose native language is English to proofread your article to be sure that the text sounds idiomatic and that punctuation and spelling are standard.

If you have any questions about the appropriateness of an article for the *Journal of Educational Research and Practice*, feel free to write to jerap@waldenu.edu.

Article Submission Guidelines and Procedures

All articles will be evaluated by at least two academically prepared reviewers. Reviewers will be looking for these key elements:

1. Appropriateness for JERAP and its readership
2. Meets the JERAP author guidelines
3. Educational significance of the article.
4. Clear statement or indication of research problem or need for the article; contribution to the literature and field.
5. Quality of research design, as appropriate, including purpose, methodology, questions, data collection, and analysis.
6. Quality of the literature review, including key findings, theories, and relevance to the topic area.
7. Quality of conclusions, recommendations, and discussion resulting from the findings.
8. Quality of the contribution to the journal.
9. Quality of writing (APA style, organization, clarity, format, etc.).
10. Inclusiveness with regard to gender, ethnicity, multicultural awareness.

Initial Submission

All submitted manuscripts will be subject to a blind review. To facilitate this review, please do not include any identifying information about the authors, as the article submitted will be sent to reviewers.

Develop the following items as you prepare to submit your article, which must be included in the initial submission

1. A cover letter (see below)
2. An abstract of your article, no more than 250 words, clearly summarizing the article contents.

Cover letter: All cover letters must include the following information
o Title of manuscript
o Type of article (note one of the categories listed above)
o Names, addresses, affiliations, and contact information (email address and phone number) of all authors.

Title page: The title page should include the following:
o Title (no more than 12 words, if possible; no abbreviations)

Make sure there is no direct reference to the author(s) in the manuscript to be read by the reviewers. References to a particular institution, when it is obvious that the institution is that of the author, should be avoided as well.

Language and Formatting Requirements

- All submissions must be in English. Avoid the use of foreign words and phrases. (If they are used, they must be clearly defined). Authors should use proper, standard English grammar. The *Publication Manual of the American Psychological Association* (6th ed.) provides detailed guidance on grammar and style.
- All margins (left, right, top and bottom) should be 1 inch (2.54 cm), including tables and figures.
- Use a single column layout with left justification.
- All text should be double-spaced with no extra line spacing between paragraphs or between headers and paragraphs.
- Indent the first line of all paragraphs ½ inch. Please use the tab or indent function of your word processor; do not use character spaces.
- Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below. All text should be left-justified (i.e., flush with the left margin—except where indented).
- Use page breaks, not line spaces, if starting material on a new page, such as tables.
- Manuscript font type and size: Times New Roman 12 point or the closest comparable serif font available.
- Tables and figures should appear in the document near where they are referenced in the text. Do not split tables or figures across pages.
- Review and proofread your manuscript carefully prior to submission for spelling, grammar, and formatting.
- All elements should be consistent with the *Publication Manual of the American Psychological Association* (6th edition).

Please use the following naming conventions for documents:

For Initial Submissions:
1. Cover letter (if uploaded): "coverletter +_*selected key_words_from_title"*
2. Article: *"selected_key_words_from_title"*

Article Revisions Based on Editorial Review
Subsequent revisions must include the following:
1. A response to the reviewers, responding to all of the reviewers' comments.
2. Revised article, using the same title as the original submission, followed by R1 (if first revision; R2 if second revision)

Again, thank you for your interest in submission of an article to the Journal of Educational Research and Practice. If you have any questions, please visit the Journal's site at http://scholarworks.waldenu.edu/jerap/ or email the editor at jerap@waldenu.edu .