

Southeast Journal of Educational Administration



Submission Guidelines and Information for Authors

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

Southeast Journal of Educational Administration Submission Guidelines

Submission Information

The editors for the *Southeast Journal of Educational Administration* (SJEA) will issue a call for proposals at varying times throughout the year. A deadline for submissions will be clearly indicated.

Manuscripts should be approximately 20 to 30 double-spaced pages, including references, tables, figures, and appendices. Authors must follow guidelines promulgated in the 6th 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 as a Microsoft Word document. Tables and figures should be included at the appropriate location (do not send separate files for tables & figures) and tables must be formatted and inserted using the *table function* in MS Word.

Journal Scope

Members of the professorate, graduate students, and practitioners of educational leadership are encouraged to submit research-based (quantitative, qualitative, & 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 an MS 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 6th Edition of the APA Publication Manual, including use of personal pronouns over passive voice. Each manuscript must contain a 50- to 150-word abstract and four to six keywords. 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.

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, 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 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 referred 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.