

JOURNAL OF SPECIAL EDUCATION LEADERSHIP
JOURNAL GUIDELINES
THE JOURNAL OF THE COUNCIL FOR ADMINISTRATORS OF
SPECIAL EDUCATION
A Division of the Council for Exceptional Children

THE EDITORIAL MISSION

The primary goal of *Journal of Special Education Leadership* is to provide both practicing administrators and researchers of special education administration and policy with relevant tools and sources of information based on recent advances in administrative theory, research, and practice.

Journal of Special Education Leadership is a journal dedicated to issues in special education administration, leadership, and policy issues. *Journal of Special Education Leadership* is a refereed journal that directly supports CASE's main objectives, which are to foster research, learning, teaching, and practice in the field of special education administration and to encourage the extension of special education administration knowledge to other fields. Articles for *Journal of Special Education Leadership* should enhance knowledge about the process of managing special education service delivery systems, as well as reflect on techniques, trends, and issues growing out of research on special education that is significant. Preference will be given to articles that have a broad appeal, wide applicability, and immediate usefulness to administrators, other practitioners, and researchers.

MANUSCRIPT GUIDELINES AND EDITORIAL POLICIES

Journal of Special Education Leadership, published by the Council for Administrators of Special Education, seeks articles that capture an administrator's attention by providing useful information that stimulates new ways of thinking about managing and leading. Only articles that have been validated and accompanied by accepted theory, research, or practice are sought.

Journal of Special Education Leadership's goals are:

1. To provide fresh ideas and perspectives, grounded in recent advances in administrative theory and research, on contemporary issues that administrators must face.
2. To become a primary source of useful ideas for those who seek to educate present and future administrators of special education programs.
3. To become a forum through which practicing administrators of special education programs can challenge the meaningfulness of translations of administrative theory and research.

Contributors for each issue will include practicing administrators, researchers, policymakers, or others interested in special education administration. The purpose of this arrangement is to encourage interaction among individuals within those roles in developing articles. Interactions may include any of the following: a jointly authored manuscript, an interview preceded or followed by commentary written by the interviewer, and a follow-up article that is specifically linked to the theory and/or research article that provides examples from the field and implications for administrators in similar situations.

A typical article might begin with either a brief case illustrating the primary theme, or posing certain questions and issues that special education administrators need to address. A typical article will also satisfy the academic reader who seeks more than just opinions and wants to see a serious effort at connecting ideas

to accepted theory and research.

With respect to style and format, manuscripts should:

- X be accompanied by a letter signed by the author(s),
- X have a separate title page that identifies the authors (the names(s) of the author(s) should not appear anywhere on the manuscript, except on the title page),
- X be written in clear, straightforward language, avoiding jargon and technical terms,
- X conforms to APA format (see Appendix B of *APA Publication Manual*, 5th edition), particularly:
 - Entire manuscript is double spaced, with margins.
 - All pages are numbered in sequence, starting with the title page.
 - All references in text are listed and in complete agreement with text citations.
 - All author identification information, including professional title and affiliation, address, and phone number, is on the title page only.
 - Cover letter states the manuscript is original, not previously published, and not under consideration elsewhere.
- X include at the beginning an Executive Overview of 3-5 bulleted major points made in the article,
- X use subheadings but not the traditional ones such as "Introduction"; use, instead, "The Future Challenge" or "Do Seamless Delivery Systems have a Future?"
- X for the purpose of documentation, cite notes in the body of the paper using superscript note numbers,
- X include a biographical sketch of each author that includes name, title, place of employment.

Authors are encouraged to get feedback from colleagues and practitioners on early drafts. A paper can be improved dramatically when knowledgeable reviewers are asked for reactions in advance of submission.

Manuscripts should be double-spaced, and no more than 20 pages in length, including figures. When questions arise regarding issues of grammar or style, authors should refer to the American Psychological Association Publication Manual, 5th ed.

Journal of Special Education Leadership is published two times per year. The issues vary with some being thematic. Each issue includes 5 articles and 2-3 administrative briefs/technical notes.

REVIEW PROCESS

Selection of manuscripts for publication is based on a blind peer review process. However, all manuscripts are screened first by the editor/co-editors. Those manuscripts that do not meet the manuscript requirements, or that are not consistent with the purpose of the journal, are not forwarded for peer review. The author either is notified that the manuscript is not acceptable for *Journal of Special Education Leadership*, or is requested to make changes in the manuscript so that it meets requirements. Copies of the manuscript are not returned to the author in either case.

Manuscripts that are consistent with the purpose of the journal are sent out for peer review. Reviewers will not know the identity of the author.

Based on the blind reviews, the *Journal of Special Education Leadership* editor and/or co-editors will communicate the results of that review to the author. The decision that is communicated to the author will be one of the following:

- X Acceptable, with routine editing
- X Acceptable, with revisions indicated by editor
- X Unacceptable

When a decision is made that a manuscript is unacceptable for *Journal of Special Education Leadership*, it may be recommended that it be sent to a journal of one of the CEC Divisions. This recommendation does not mean that the manuscript would be automatically accepted by a Division journal; the manuscript would have to go through the review process again.

AUTHOR RESPONSIBILITIES FOLLOWING PUBLICATION ACCEPTANCE

After a manuscript is accepted for publication in *Journal of Special Education Leadership*, the author is responsible for completing, the following:

- X Obtaining publication clearance, if needed, for a manuscript first presented at a professional meeting,
- X Acknowledging the funding agency for supported research.
- X Verifying the authenticity of all quoted material and citations and for obtaining permission from the original source for quotes in excess of 150 words or for tables or figures reproduced from published works.
- X Preparing camera-ready copies of all figures included in the article.
- X Assigning literary rights to CASE by signing a Copyright transfer Agreement.
- X Sending two (2) paper copies of the revised manuscript to *Journal of Special Education Leadership*'s Editorial Office.
- X Sending an exact copy of the revised manuscript to the Editorial Office on a floppy disk (3 1/2"), with the document saved in WordPerfect, Word, or WordPro formats, if possible. (Acceptable alternatives are ASCII format, or DOS or MAC formatting, however these formats are not preferable.)

AUTHOR CHECKLIST

Before sending a manuscript, please complete the Author Checklist below. This will help ensure that your manuscript is not screened out or returned before review.

- X Manuscript is consistent with the purpose of the journal.
- X Manuscript is no longer than 20 pages total.
- X Manuscript conforms to APA format (see Appendix B of *APA Publication Manual*, 4th edition, 1994).

Send 5 copies of manuscript to:

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