

## **Guidelines for Submitting to the Education Leadership Review of Doctoral Research (ELRDR)**

### **Preliminary Requirements**

1. Submissions are only accepted if they are from recent dissertation research and the results are from traditional dissertations, action research, and/or capstone projects.
2. Lead author must be the author of the research project.
3. Chairs and committee members are encouraged to serve as co-authors.
4. The research submitted must be a result of a completed dissertation or other doctoral culminating product from the last two-years from date of current ELRDR issue (e.g., if Spring 2015 Issue; dissertation must have been completed by Spring 2013 or later).
5. If manuscripts appear to be a cut/paste from a dissertation, they will be returned to the author and not considered further — manuscripts are to be a “review” of doctoral research and rewritten in the voice and tense appropriate to an audience of practicing school leaders, the professorate, and fellow doctoral students in education administration programs.

### **Submission Process**

1. Manuscripts must not exceed 30 pages (including references), double-spaced, and in Times New Roman size 12 font.
2. All manuscripts must be submitted through the NCPEA FastTrack electronic submission process.
3. All tables and figures are to inserted in text as the author/s desires – do not include at the end of the document with “insert here” directions.
4. Each submission must include a 50-100 word Abstract.
5. Tables should be created with Word Insert Table (not by using tabs and spaces).
6. Along with the manuscript, authors should include a short Word document, addressing items 1-5 in Preliminary Requirements above. The URL for submission is:  
<http://ncpea.expressacademic.org/login.php>

### **Review Process**

1. Each submitting author will be assigned to an Editorial Advisor. This advisor will serve as a friendly upfront reviewer and communicate directly with the author regarding formatting and style issues. The rationale for this preliminary step is to catch any basic formatting problems up front, before the manuscript is considered for formal consideration. Beginning with Spring 2015, this communication will take place
2. Upon approval from the editorial advisor, the manuscript is subjected to a double-blind review by reviewers, editors and editorial advisors.
3. Authors should expect to respond to revision and editing requests from editorial advisor and editors in a timely manner.

**Note:** Submitting authors are asked to also read the attached document, *Why ELRDR?*