The Journal of
Educational Leadership and
Administration: Teaching and
Program Development

Protocols for
Submissions

About the journal

Educational Leadership and Administration: Teaching and Program Development is the signature publication of the California Association of Professors of Education Administration (CAPEA). It is a bi-annual, blind-peer reviewed publication primarily published electronically, but subscribers may request printed copies at a minimal cost.

CAPEA, as the sponsoring institution, elects a team of three editors, who alternate each as Senior Managing Editor for one full year from a total service of three years as editors. The Editors count with the full support of a Editorial Review Board responsible for the blind reading of qualifying submissions.

While the Journal's writing style follows the American Psychological Association's manual (APA latest edition), the predominant writing style combines a scholarly journalistic narrative, with the purposes of rigor, depth, and accessible clarity.

While elected by members of and sponsored by CAPEA, the Journal keeps total editorial independence and autonomy from the sponsor. The editors determine the thematic content of each issue, and put out calls at the national, state, regional, and local levels.

The financing model for the publication's long-term sustainability includes a mixture of CAPEA and International Council of Professors of Educational Leadership (ICPEL formerly NCPEA) funding support, institutional subscriptions, advertising, as well as independent funding through foundations and special fundraising events and initiatives (e.g. reprinted selected articles, invited issues, research projects).

Purposes
The Journal's underlying purpose is the advancement of central equity, adequacy, and social justice issues embedded in the culture and functioning of education systems, particularly in the state of California.

The Journal pursues the promotion of local knowledge emanating from scholars, and practitioner-scholars to influence policy.

The Journal aims at informing professors of education, in general, and of education administration and leadership, in particular, on cutting edge learning practices, innovative programs, policy, and politics of school governance.

The Journal Submission Guidelines

Besides a permanent call for papers focused on CAPEA's key areas of concern, the Journal puts out periodically blind calls for special issues. All submissions must be new and unpublished. Authors published in the Journal can submit a new article, as single or co-authors, after three years of the last published paper have passed.

Beginning with Volume 30, CAPEA membership fee will cover the publication fee for accepted submissions of the organization's members. Authors of accepted submissions, but who are not members, will pay a minimal fee - Doctoral Students: $35; All others: $50.

Submissions must include
1. A one hundred (100) word abstract and five (5) key words. Send one electronic copy of the manuscript to the Managing Editor, using a Word processing program.
2. A letter signed by the author(s) authorizing permission to publish the manuscript.
3. A separate cover page must be included containing the article's title, each author's name, professional title, highest degree obtained, institutional affiliation, preferred mailing address, email address, telephone and fax numbers.
4. A manuscript that does not exceed five thousand words (5,000), equivalent to 20 pages, not including the bibliography, abstract, and appendixes. The title should appear on the first page only. Any reference to the author(s) must be removed from the entire paper, including citations on the body of the article, and the bibliography section. If any of the authors are cited, the name will be substituted with the word "author".
5. Submissions must adhere to the criteria and standards of the APA Manual (latest Edition).
6. Manuscript formatting
   - All text is font Times New Roman 12 pt.
   - All text must be fully justified except headings
   - All text must be single spaced
   - Paragraphs must be indented with a standard indent (i.e. do not use the spacebar to indent).
   - Do no have a line between paragraphs
   - Heading levels must follow APA 6th edition's manual.
   - Do not use any section breaks, page numbers or headers
   - Tables must be created with Word's insert table function (not tabs and spaces) and should be within the same Word file in their correct position. Do not create a section break and insert a table in landscape orientation. If the table cannot be formatted in portrait orientation, we will create a picture file of the table and insert into the document.

- igures must be inserted within the same Word file in their correct position and have appropriate permissions and citations. They should view appropriately in black and white printing.
- References should be formatted with a hanging indent and not with hard returns and tabs.