



California Association
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Volume 35

Call for Papers of the *Journal of Educational Leadership and Administration: Teaching and Program Development*

The Journal of Educational Leadership and Administration: Teaching and Program Development is a peer-reviewed open access journal published by the California Association of Professors of Educational Administration (CAPEA) in partnership with the International Council of Professors of Educational Leadership (ICPEL) Publications and the International Council of Professors of Educational Leadership. Published annually in a digital format with a print-on-demand option, *The Journal's* editors welcome contributions that advance knowledge about educational leadership through rigorous empirical and theoretical study.

The Journal publishes studies of educational leadership in five focal areas—the preparation of educational leaders; justice, equity, diversity, inclusion and social justice in education leadership; educational leadership and technology; and educational advocacy and policy.

Submission Guidelines

The Journal of Educational Leadership and Administration: Teaching and Program Development publishes an annual call for articles in addition to special issues. *The Journal* invites submissions of original research articles that are aligned with its five focal areas, are of sufficient quality, and meet its aims and scope. All submissions must be new and unpublished. Authors are required to ensure that they are submitting their original work for first publication in *The Journal*, have the rights to the work, that the submission is not being considered for publication elsewhere, and has not been previously published.

The fees associated with publication in *The Journal* are included in CAPEA membership dues. Authors of accepted submissions who are not CAPEA members are required to pay a nominal fee based on the 2024 membership dues to cover publication costs. Authors who have previously published in *The Journal* may submit a new article, as a single or co-author, three years after their most recent publication.

Submissions to *The Journal* must include

1. An abstract of 100–120 words, followed by a list of 3–5 keywords (the terms that researchers will use to find the article in indexes and databases). Abstracts should be structured to inform

readers of the purpose, methods, and findings of the research.

2. A letter signed by the author(s) authorizing permission to publish the manuscript. Please sign and submit [this document](#) along with your manuscript.

3. A separate cover page that includes the article's title, and the following information for each author: name(s), professional title(s), highest degree(s) obtained, institutional affiliation(s), preferred mailing address(es), email address(es), and telephone number(s). For co-authored submissions, indicate who is the corresponding author.

4. Manuscripts should not exceed five thousand words (5,000), not including the references, abstract, tables, figures, and appendixes. The title should appear on the first manuscript page only. Authors must ensure that submission materials outside of the cover page file contain no identifying information. This includes any information within the text, citations, references, or footnotes. These may be reinserted in the final draft. Authors should avoid writing in such a way that potentially reveals author identity even when the author's name has been removed.

5. Submissions must adhere to the criteria and style guidelines of the Publication Manual of the American Psychological Association (APA), 7th edition.

6. Manuscript formatting must adhere to the following:

- Only electronic files conforming to the journal's guidelines will be accepted. Preferred formats for the text and tables of manuscripts are Word DOC, RTF, and XLS.
- Manuscripts should be typed for 8½" x 11" paper, in upper and lower case, single-spaced with 1-inch margins on all sides.
- The font must be Times New Roman 12 pt.
- All text must be fully justified except headings.
- Paragraphs must be indented with a standard indent, not the spacebar.
- Authors should not place a line between paragraphs, use section or page breaks, page numbers or headers.
- Heading levels must be prepared in accordance with the style guidelines of the Publication Manual of the American Psychological Association (APA), 7th edition.
- Figures and tables should present data to the reader in a clear and unambiguous manner, and be described in the text.
- Tables must be created with Word's insert table function (not tabs and spaces) and should be inserted in the position in which they will appear in the manuscript. If a table cannot be formatted in portrait orientation, the editors will create a picture file of the table and insert into the document.
- Figures must be inserted within the manuscript in their correct position and have appropriate permissions and citations. Figures should be viewable in black and white.
- References should be formatted with a hanging indent and not with hard returns and tabs in alignment with the style guidelines of the Publication Manual of the American Psychological Association (APA), 7th edition.

How to Submit Your Manuscript

All manuscripts for *The Journal of Educational Leadership and Administration: Teaching and Program Development* should be submitted to capeajournal@gmail.com. For specific questions or inquiries, email *The Journal's* Volume 35 editors, Mariama Gray (mari.gray@csueastbay.edu) and Kimmie Tang (ktangmsmc@gmail.com).

The deadline for manuscript consideration for Volume 35 is April 1, 2024. Authors will be notified by mid-May with revisions due by July 1, 2024 for fall 2024 publication.