

## **Instructions for Authors of the Journal of Educational Change**

### **1. Aims and scope of the Journal**

The Journal of Educational Change (JEC) seeks submissions from scholars around the world who can contribute to our expanding knowledge base on the diverse modes of change. These changes include:

- *Instructional changes* that improve learning, especially for students traditionally marginalized by their schools and society;
- *Curricular changes* that are undertaken by teachers, schools, states, and transnational organizations for a variety of educational, political, and economic reasons;
- *Assessment changes* that are catalyzed by teacher associations, community organizations, governments, businesses in efforts to understand better how students are learning and what can be done to better support them;
- *Technological change* that is rapidly transforming access to information and throwing into question traditional ways of organizing schools;
- *Demographic change* that is leading to the proliferation of new forms of identity and transnational attachments;
- *Policy changes* that on the one hand are leading towards an increasingly visible consensus about what should be taught in schools and how, yet paradoxically at the same time can lead to a reaffirmation of distinctive local and national identities that resist cultural homogenization;
- *Economic changes* that are improving standards of living in much of the global South but at the same time contribute to widening economic disparities within and across nations, with ramifications for learning in and out of schools.

In light of these massive ongoing transformations of school and society, JEC seeks manuscripts that contribute to:

- Our understanding of educational change within and across cultures;
- Diverse forms of methodological rigor in the study of change;
- The advancement of theory about change itself, and not simply as a reflection of singular processes or events.

**JEC is an international publication. Its articles speak to the global community of scholars, wherever they may be found. JEC seeks to contribute to the creation of learning environments that respect the world's diverse students, educators, and communities. Hence, all manuscripts should be written for an international audience. Authors are asked to provide enough information about their home contexts so that readers from other regions are able to access and understand their research.**

**JEC provides a venue for empirical research and theory building about change. Authors are requested not only to document discreet changes but also to help the Journal's readers to understand what the research tells us about change today. This information should be stated explicitly in the articles and in all abstracts.**

### **2. Formal guidelines**

**LANGUAGE.** JEC's language is English. British English or American English spelling and terminology may be used, but either one should be followed consistently throughout the article. We appreciate all efforts you make to ensure that the language is corrected before submission.

**MANUSCRIPT GENERAL GUIDELINES.** All articles should:

- Be **no longer than 10,000 words** in length (without references).
- Be **double-spaced** on standard-sized pages (8.5" x 11") with 1" margins on all sides.
- Use **12 pt. Times New Roman** font.
- **NOT include a title page or abstract** (you will enter these in JEC's online system).
- Be **page-numbered**, without a page header (also known as *running head*).
- Be **blinded for peer-review**. All self-identifying citations and references should either be avoided or left blank when manuscripts are first submitted.

**HEADINGS.** First-, second-, third-, and fourth-order headings should be clearly distinguishable.

**QUOTATIONS.** Citations of more than 40 words should be set off clearly, either by indenting the left-hand margin or by using a smaller typeface. Use double quotation marks for direct quotations and single quotation marks for quotations within quotations and for words or phrases used in a special sense.

**IN-TEXT REFERENCES.** In the text, a reference identified by means of an author's last name should be followed by the year of the reference in parentheses and page number(s) where appropriate. When there are more than two authors, only the first author's name should be mentioned, followed by 'et al.' In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b' after the year to distinguish the works. For example: Winograd (1986, p. 204); (Winograd, 1986a); (Winograd, 1986; Flores et al., 1988); (Bullen & Bennett, 1990).

**FIGURES.** All photographs, graphs and diagrams should be referred to as a 'Figure' and they should be numbered consecutively (1, 2, etc.). Multi-part figures ought to be labelled with lower case letters (a, b, etc.). Keys and scale bars should be inserted directly in the figures. Small text should be avoided as figures may be resized to fit the journal's pages. Provide a detailed legend (without abbreviations) to each figure, refer to the figure in the text, and note its approximate location in the margin. Please place the legends in the manuscript after the references. Electronic versions of your figures must be supplied. For vector graphics, EPS is the preferred format. For bitmapped graphics, TIFF is the preferred format. The following resolutions are optimal: line figures 600-1200 dpi; photographs 300 dpi; screen dumps - leave as is. Font-related problems can be avoided by using the standard font: Times New Roman.

**TABLES.** Each table should be numbered consecutively (1, 2, etc.). In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. Please provide a caption (without abbreviations) to each table, refer to the table in the text, and note its approximate location in the margin. Finally, please place the tables after the figure legends in the manuscript.

**NOTES.** Please use footnotes rather than endnotes. Notes should be indicated by consecutive superscript numbers in the text. A source reference note should be indicated by means of an asterisk after the title. This note should be placed at the bottom of the first page.

**ACKNOWLEDGEMENTS.** Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References

**LIST OF REFERENCES.** For this, use the style described in the 6<sup>th</sup> edition of the Publication Manual of the American Psychological Association (APA).

**APPENDIXES.** Supplementary material should be collected in an Appendix, and placed before the References.

**ABSTRACT AND KEYWORDS.** Besides the manuscript, be ready to provide an abstract of the article of 100 to 250 words, and 5-10 keywords in alphabetical order. The abstract should not contain any undefined abbreviations or unspecified references.

### **3. Submission**

All manuscripts should be submitted online to: <http://jedu.edmgr.com>

Before submitting, authors should be able to answer “YES” to all of the following:

- i. The manuscript is an original submission not previously published or under consideration by another publication.
- ii. The manuscript and the abstract state explicitly how this paper advances our understanding of educational change in an international context.
- iii. The manuscript has 10,000 words or less, without references.
- iv. The manuscript is double-spaced with 1” margins on all sides, uses 12 pt. Times New Roman font, and is written according to the aforementioned guidelines.
- v. The manuscript does NOT include a title page or abstract (authors provide these in JEC’s online system).
- vi. Author/Authors’ name(s), address(es), position(s), affiliation(s), or other potentially identifying information do not appear anywhere in the manuscript.
- vii. Author has obtained any necessary approvals from his/her institution and/or other agencies to conduct and publish research involving human subjects.
- viii. Author has obtained any necessary copyright permission to reproduce tables, figures, or excerpts.

The online manuscript submission system supports a wide range of submission file formats: for manuscripts - Word, RTF, TXT and LaTeX; for figures - TIFF, GIF, JPEG, EPS, PPT, and Postscript.

In case you encounter any difficulties while submitting your manuscript online, please get in touch with the responsible Editorial Assistant by clicking on “CONTACT US” from the tool bar.

### **4. In case of acceptance of a submitted manuscript**

**PROOFS.** Proofs will be sent to the corresponding author. One corrected proof, together with the original, edited manuscript, should be returned to the publisher within three days of receipt by mail (airmail overseas).

**COPYRIGHT.** Authors will be asked, upon acceptance of an article, to transfer copyright of the article to the Publisher. This will ensure the widest possible dissemination of information under copyright laws.

**PAGE CHARGES.** No page charges are levied on authors or their institutions. However, color figures are published at the author’s expense only.

**OFFPRINTS.** Twenty-five offprints of each article will be provided free of charge. Additional offprints can be ordered by means of an offprint order form supplied with the proofs.



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