

INSTRUCTIONS FOR AUTHORS

Content: *Peabody Journal of Education (PJE)* publishes quarterly symposia in the broad area of education, including but not limited to topics related to formal institutions serving students in early childhood, preschool, primary, elementary, intermediate, secondary, postsecondary, and tertiary education. The scope of the journal includes special kinds of educational institutions, such as those providing vocational training or the schooling for students with disabilities. PJE also welcomes immediate framework of institutions, and education matters that are important to nations outside the United States. Finally, it includes topics that are linked to the social and organizational context in which formal and informal education take place. The Editor cooperates with groups of scholars to present multifaceted, integrated expositions of important topics. A given issue of PJE may contain contributions from social scientists, historians, philosophers, attorneys, practitioners, and policymakers. Unsolicited proposals for special issues - including designation of participating scholars and an outline of articles - will be accepted for review. Additionally, the Editor cooperates with Editorial Board members to identify potential topics, guest editors, and contributors. PJE has the flexibility to consider publishing monographs or a series focused on particular lines of inquiry. In all cases, the Editor and the Editorial Board will ensure that each issue is carefully reviewed and its articles will comprise a high-quality contribution to understanding and practice.

Manuscript Preparation: To submit a prospectus for a special issue, note submission requirements presented here and contact the Coordinating Editor, Michele Thompson, for complete details (address below). Prepare manuscripts according to the *Publication Manual of the American Psychological Association* (5th ed., 2001; available from APA Order Department, P.O. Box 2710, Hyattsville, MD 20874), especially with regard to reference lists and text citations. Follow Guidelines to Reduce Bias in Language (*APA Manual*, pp. 61-87). Manuscripts should include the theme title and rationale for the theme. Using 8.5 x 11-in., nonsmear paper and 1-in. margins, type all components double spaced and in the following order: title page (p. 1), abstract (p. 2), text (including quotations), references, appendices, footnotes, tables, and figure captions. On page 1, type article title, author name(s) and affiliation(s), running head (abbreviated title, no more than 45 characters and spaces), author notes and acknowledgments, and name and address of person to whom requests for reprints should be addressed; on page 2, type an abstract of no more than 150 to 200 words. Indent all paragraphs. Use footnotes sparingly. Attach photocopies of all figures. Number all manuscript pages (including photocopies of figures).

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Manuscript and Computer Disk Submissions: Prepare manuscript on a word processor and submit three (3) high-quality printouts and a disk to the Coordinating Editor, Michele Thompson, *Peabody Journal of Education*, Department of Leadership, Policy, and Organizations, Peabody College of Vanderbilt University, Peabody #41, 230 Appleton Place, Nashville, TN 37203-5721. The disk should contain two files - word processor and ASCII versions of the manuscript - and file content must match the printed manuscript exactly, or there will be a delay in publication. Manuscripts and disks are not returned.

Accepted Manuscripts: Authors are strongly encouraged to submit manuscripts on disk. The disk should be prepared using MS Word or WordPerfect and should be clearly labeled with the authors' names, file name, and software program. A hardcopy printout that exactly matches the disk must be supplied. Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher.

All parts of the manuscript should be typewritten, double-spaced, with margins of at least one inch on all sides. Number manuscript pages consecutively throughout the paper. Authors should also supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces. Each article should be summarized in an abstract of not more than 100 words. Avoid abbreviations, diagrams, and reference to the text in the abstract.

Illustrations: Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- 300 dpi or higher
- Sized to fit on journal page
- EPS, TIFF, or PSD format only
- Submitted as separate files, not embedded in text files

Color illustrations will be considered for publication; however, the author will be required to bear the full cost involved in their printing and publication. The charge for the first page with color is \$900.00. The next three pages with color are \$450.00 each. A custom quote will be provided for color art totaling more than 4 journal pages. Good-quality color prints should be provided in their final size. The publisher has the right to refuse publication of color prints deemed unacceptable.

Tables and Figures. Tables and figures (illustrations) should not be embedded in the text, but should be included as separate sheets or files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet. All original figures should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated.

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