

Asia-Pacific Journal of Teacher Education

Guidelines for Special Issues

These guidelines have been developed to provide Guest Editors with an indication of what is expected by the Editors of the *Asia-Pacific Journal of Teacher Education*.

The *Asia-Pacific Journal of Teacher Education* is an independently peer reviewed scholarly journal distributed internationally. The Journal is produced for the Australian Teacher Education Association and is published by Taylor and Francis in print and electronic form. The Editors are proud of the scholarly and ethical standards that have been achieved by the Journal and are dedicated to maintaining these standards. Special Issues present a set of themed articles that explore a particular topic in greater detail than is usually possible in regular issues. It is hoped that Special Issues will provide a forum to promote the discussion of significant contemporary matters relevant to teacher education and an international readership.

The Editors welcome proposals to edit Special Issues and aim to publish one Special Issue per year in September. Special Issues should contain six or seven articles and each article is restricted to 6000 words. This is a strict word limit imposed by our contractual agreement with the publisher and the Editors reserve the right to uphold this agreement. Guest Editors need to undertake to submit final copy to the Editors by April 1, 2010. No more than three articles for a Special Issue should come from the one institution and preferably authors will come from more than one country. Appropriate book reviews can also be included.

A majority of the Guest Editors for any Special Issue should be financial members of the Australian Teacher Education Association, or an equivalent Teacher Education Association elsewhere.

The Editors may decline any proposal, or request changes to the trajectory of the proposed Special Issue in the interests of a stronger publication overall. The selection of the successful proposal will be made by a panel comprising APJTE Editors, an APJTE Editorial Consultant and a representative of the ATEA Executive. The selection will be made on the basis of the quality of proposed papers and contribution to the field, originality, range of authors and institutions and timelines.

The prospective Guest Editor/s of the Special Issue should provide the Editors of the *Asia-Pacific Journal of Teacher Education* by 16 April 2009 an outline of:

- A title for the issue
- An indication of the aims and purpose
- A list of intended contributors
- An intended and realistic timeline that will enable final copy to be submitted to the APJTE Editors by April 1, 2010 ready for submission to Taylor and Francis shortly thereafter.
- An indication of her or his willingness to follow the guidelines for having submissions independently reviewed.

The Guest Editor/s will be responsible for:

- Locating or inviting contributing authors
- Supplying the Editors of the APJTE with a list of authors, paper titles, and where possible an abstract for each paper by 1 December 2009.
- Ensuring that articles submitted for the Special Issue are independently blind peer reviewed by appropriately qualified people
- Writing an editorial that provides an overview of the theme and a brief introduction to each of the papers
- Proof-reading finished articles and preparing the final copy for submission
- Ensuring all papers are consistent with the Notes for Contributors
- Ensuring that all papers meet the ethical standards as relevant to the country of origin of the paper, and that an explicit statement of ethical consent and approval processes is included in all papers where relevant
- Meeting the deadlines established by the Journal Editors
- Submitting the final copy to the Editors electronically
- Ensuring that biographical and contact details for authors are submitted