

GUIDELINES FOR AUTHORS

Published on behalf of the
Australian Council for Educational Leaders

by Minnis Journals minnis@minnisjournals.com.au tel +61 3 9836 2808

Submit articles online through the Journal's website

www.minnisjournals.com.au/accel



ael

Australian Educational Leader
Journal of the Australian Council
for Educational Leaders

Each year, ACEL establishes educational themes to focus and guide the direction of meetings and discussion during the year. This process cumulates in discussion at the ACEL Annual Conference.

2017 editorial themes

Term 1	Leading to Encourage the Best in Education Article submission deadline 10 February 2017 Issue published on 20 March 2017
Term 2	Leadership for the first 8 years Article submission deadline 5 May 2017 Issue published on 19 June 2017
Term 3	Leading by Reflecting on the Past, Present, and Futures Article submission deadline 21 July 2017 Issue published on 24 August 2017
Term 4	Leading Innovations in Education Article submission deadline 2 October 2017 Issue published on 13 November 2017

Regular sections in the journal are:

- Leadership in Teaching
- School Management
- Educational Research
- Opinion (includes letters to the Editor)
- Information and Communications Technology
- Law and education

Authors are welcome to write on any of the themes or the regular section subjects and may also address any aspect of educational leadership and teaching practice that will lead to successful educational outcomes.

Manuscripts

Articles should be submitted as Word or .rtf files. Word length can be anywhere from 800 to 3000 words, depending on what suits the topic.

Images (Figures) should be supplied as .jpg files and Tables as Excel files and sent as separate files, NOT embedded in the manuscript. The appropriate position in the article for Figure or Table placement should be indicated by "Place Fig. XX about here".

Review process

While not a formal peer review journal, each article received is carefully assessed for scholarly quality, relevance and topicality.

There are three categories of decision:

Accept

The article will be published after sub editing. The corresponding author will be sent page proofs for correction before it is published.

Accept with revisions

The editor discusses the article with the corresponding author and explores areas that may need to be revisited before the article is accepted for publication.

Decline

The editor acknowledges the submission and explains to the corresponding author why it has not been accepted. The editor's decision is final.

Copyright

The ACEL holds the copyright on all articles published in AEL but does not claim ownership of the intellectual property of the content, which remains with the author(s). Permission to reproduce Figures or lengthy excerpts of text must be obtained before the content is used. Requests should be addressed to the Editor by email to:

minnis@minnisjournals.com.au

Original data

The Editor reserves the right to examine the raw data on which the results of a submitted article are based.

Plagiarism

Submitted articles must acknowledge any books, articles and other sources used for the publication. Failure to appropriately reference may result in an accusation of plagiarism. Plagiarism is considered to be literary theft.

Authorship

The order of authorship should be a joint decision of the co-authors. All persons designated as authors should qualify for authorship. Each should have participated sufficiently in the work to take public responsibility for the content.

Authorship credit should be based only on substantial contributions (a) to conception and design, or analysis and interpretation of data; (b) to drafting the article or revising it critically for important intellectual content; and (c) on final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision is not sufficient for authorship.

Statistical guidelines

Where the use of statistics is a part of the article, the aim of the study should be clearly described and a suitable design, incorporating an appropriate number of subjects, used to accomplish the aim.

Details should be provided on selection criteria, whether data were collected prospectively or retrospectively, and any exclusions or losses to follow-up that might affect the study population.

The validity of statistical procedures should also be confirmed; authors are advised to seek advice regarding statistical analysis if uncertain of the appropriateness or interpretation of statistical methods.

Layout of Paper

Title page

The title page should provide the following information:

1. The title of the paper.
2. Abbreviations should not be used in the title (except commonly used acronyms e.g. ICT for Information and Communications Technology).
3. The names of the author(s), which should comprise first and surnames and not more than three (3) qualifications per author.
4. The full address(es) where the work discussed in the paper was carried out (do not use abbreviations in addresses).
5. Authors' names should be linked to the appropriate address using numerals.
6. The corresponding author's address should be an email address.
7. A shortened version of the title (in which abbreviations are permissible) should be provided for use as the running head.
8. Footnotes and Endnotes should not be used. Acknowledgements, Source of Funding etc. should be included at the end of the text.
9. References, in Harvard system, should be inserted in the text and listed at the end of the article.

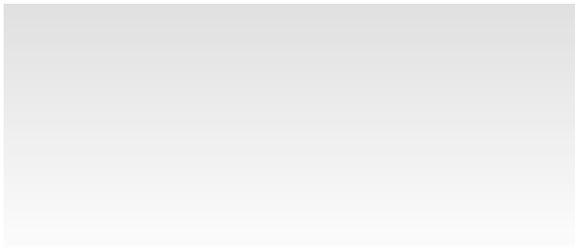
As a guide for research papers, brief answers to the following questions should be contained in the abstract: Why did you carry out the study? How did you do it? What did you find? What does it mean?

Abbreviations may be used where appropriate but must always be defined where first used e.g. Australian Council for Educational Leaders (ACEL).

References

The journal uses the Harvard system for referencing. If in doubt, contact the editor for advice or visit:

<http://guides.library.vu.edu.au/Harvard>



Figures

Figures must be cited in the text and must be supplied separately as jpeg files.

Suggested positioning of Figures must be indicated in the manuscript with a separate line: 'Insert Fig. XX about here.'

Photographs and other images must be attached as high-resolution jpeg files (300 dpi [dots per inch] or higher. Low-resolution 72 dpi images as used on the internet are not suitable for reproduction in print).

Graphs, Chart and Tables should be in Word or Excel and must be supplied separately NOT embedded in the article.

Figures, Graphs, Charts and Tables must be clearly identified by number, name of first author and an appropriate key word e.g. Fig.1 Cox ICT.jpg.

Captions should be incorporated in the manuscript text, not in the file name.

Proofs

Following acceptance of a paper, the manuscript will be edited to comply with house style, and typeset. The corresponding author will receive a proof of the article for checking before it is published. It is the authors' responsibility to return proofs by the requested date.

If any queries have arisen during the editorial process, the corresponding author will receive a query list with the proof and the places on the proof to which the queries refer will be marked.

Proofs are sent by email as pdf files. The journal prefers that authors use Adobe Acrobat pdf editing tools to mark corrections on proofs. If Adobe Acrobat is not available, authors should print the pages and mark corrections clearly on the pages. Mark the place in the text where the correction is to be made and write the correction clearly in the margin next to it.

Corrected proofs may be returned to the publisher by email or facsimile; email is preferred.

The corresponding author is responsible for checking proofs thoroughly. By approving the proofs, authors have confirmed that any editorial changes have been accepted. The corresponding author should check very carefully authors' names, data in tables, any mathematics and the accuracy of references. Unimportant changes to the text should not be made at this stage.

