

# ***Eastern Education Journal***

## **Manuscript Guidelines, Editorial Procedures, and Submission Requirements**

*Eastern Education Journal* seeks articles representing contemporary issues in education. Manuscripts should focus on concepts, research, or practice. Research summaries, program descriptions, book reviews, and original points of view are encouraged. *Eastern Education Journal* is published during the spring of each year and may include thematic and non-thematic sections.

### **MANUSCRIPT GUIDELINES and SUBMISSION REQUIREMENTS**

**Cover Pages:** Include the following information on separate sheets of paper (**5 copies**).

- Title of manuscript and date of submission.
- Author name; institutional affiliation; mailing address (must include a **street address** and **nine-digit zip code**); telephone number, and email address. Provide the same information for each author if more than one author is involved.
- A statement as to whether or not the manuscript has been previously published or is under consideration by another publication.
- Photos/Autobiographical Information: Include a brief autobiographical sketch and a photograph of author(s) involved.

### **Length:**

- A definitive abstract of 50-75 words **must** accompany the manuscript.
- Manuscripts should be limited to 3000 words or less. NO footnotes.

### **Typing:**

- Double-space all text, including references with 1-inch margins all around.
- Place illustrations, tables, charts, and/or figures in appropriate places **within** the document.

### **Style:**

- Editorial style and references **must** follow guidelines set in the *Publication Manual of the American Psychological Association*, 4<sup>th</sup> Edition.

### **Form:**

- Hard Copy: Send **five copies** of the cover page, the abstract, and the manuscript. **Do not** include any identifying information on the abstract or the manuscript (such as headings).
- Send a disk containing your manuscript with your hard copies.

### **Deadline:**

- Manuscripts are accepted any time during the year. The journal is published only one time per year.

### **EDITORIAL PROCEDURES**

- Articles submitted undergo a blind review.
- Articles accepted for publication are approved by a minimum of four members of the *Eastern Education Journal* Editorial Board.

**Send manuscripts, correspondence, or inquiries to:**

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