ISEA International Studies in Educational Administration (ISEA)

Submitting your manuscript to ISEA
All manuscripts should be emailed as a Word document to the editors:

David Young (dyoung@stfx.ca)
Robert White (rwhite@stfx.ca)
Venesser Fernandes (venesser.fernandes@monash.edu)

Preparing your manuscript submission. Please review and adhere to the following:

Notes for Authors:
Manuscripts can be based on empirical, historical or critical traditions, with all methodological approaches welcomed. As the journal is entirely electronic, there is scope to present articles that may differ in format from traditional print-based journals. Collaborations between several researchers are welcomed and can be accommodated in an entire or partial special issue. It is a scholarly, refereed journal and observes the normal processes of blind review.

Manuscripts:
Manuscripts should be written in English and formatted professionally, adhering to the style of articles published in the journal. Generally, manuscripts are between 5,000 to 7,000 words, but manuscripts outside this range can be accommodated. For review purposes, the front page should include the article title, the names of all authors and their institutional affiliation. The second page should include the title, an abstract of between 150-300 words, and up to six keywords. Headings and sub-headings should be indicated, and all Tables and Figures should be placed in their preferred position within the text. The institutional affiliation and email address of all authors are required.

Spelling
This is checked to conform to the most common usage found in *The Oxford Dictionary*. For style, the editors use guidance from the *Style Manual* (Commonwealth of Australia, 6th edition, 2002). Please note: The publishers reserve the right to copyedit, proofread and correct all articles for publication.

References
The journal uses a variation of the American Psychological Society's in-text and reference list style. Articles using other referencing styles can be reviewed, but for publication, the papers must conform to the journal style.

Examples of the reference list style used in ISEA for common citations are provided below.

Journal article

Gurr, D., & Drysdale, L. (2008). Reflections on twelve years of studying the leadership of Victorian schools. *International Studies in Educational Administration*, *36*(2*)*, 22–37.

Note that DOI information can be provided where it is available and should be placed after the end of the citation.

Book
Day, C., & Gurr, D. (Eds). (2014). *Leading Schools Successfully: Stories from the field*. London, UK: Routledge.

Book chapter
Gurr, D. M., & Drysdale, L. G. (2016). Australia: The Principal as Leader – A Review of Australian Principal Research, 2006–2013. In H. Ärlestig, C. Day, & O. Johansson (Eds), *A Decade of Research on School Principals Cases from 24 countries* (pp. 187–209). Dordrecht, Netherlands: Springer.

Thesis
Yep, M. (2005), *Principal and Teacher Perceptions of Shared Leadership*, Unpublished DEd thesis, University of Melbourne.

Conference paper/presentation
Gurr, D., & Nicolazzo, M. (2014). *Leading Improvement in Literacy*. Presentation at the Commonwealth Council for Educational Administration and Management Conference, Fredericton, Canada.

Web-based
Fullan, M., & Quinn, J. (2010). *Capacity Building for Whole System Reform* (retrieved from www.michaelfullan.ca/media/13435862150.html).

Copyright
Papers (including abstracts) accepted and published become the copyright of the Commonwealth Council for Educational Administration and Management (CCEAM). This enables the CCEAM and its publisher to ensure full copyright protection and to disseminate the article and the journal to the widest possible audience through various formats. Once articles have been published in *International Studies in Educational Administration* (ISEA) authors are free to use

them elsewhere without permission from CCEAM or the publisher, provided acknowledgement is given to ISEA as the journal of original source of publication.

Off-prints
Authors will receive an electronic copy of the journal in Adobe Acrobat PDF file format, which they may use for off-printing.

If you have any further questions about submitting to ISEA or want to become a reviewer, please contact the editors.