

The Call for Manuscripts for the NCPEA Yearbook (2012)
Social Justice, Competition and Quality: 21st Century Leadership Challenges

The Call has several parts: (I.) General Information and Theme, (II) Submission Process, (III) Deadlines, (IV) Publisher's guidelines for Manuscript Submission, (V) Contact Information of Editor.

I. General Information

A. The theme of the National Council of Professors of Educational Administration (NCPEA) *Yearbook 2012* is ***Social Justice, Competition and Quality: 21st Century Leadership Challenges***. This theme of the 66th NCPEA Conference in Kansas City will run through the *Yearbook*. Research papers for submission to the *Yearbook* should address the *Yearbook* theme. The deadline for submissions is **December 5, 2011**.

B. Preview information provided on the website for "Tips for Publishing in the *Yearbook*" from the Conference presentation in San Antonio in 2009. The posted PowerPoint is regarding writing style and the general focus for research in the field (discipline) of education.

C. Drafts are *unacceptable* to submit to the *Yearbook*. Please ensure that the manuscript has been *edited sufficiently* prior to submitting.

D. In the review of literature within the manuscript, be certain to include as appropriate: (a) theoretical review, (b) research review, and (c) positional review. In the *research review* of literature, be certain that sufficient information is provided the reader in order to understand the study (ies) you are reporting. It is expected that the author will critique the study (ies) as well-- pointing out any weaknesses in the qualitative or quantitative methodological processes and/or results. Research as well as theoretical papers will be considered. Positional papers that are included as a part of the review of literature need to be noted as such to be carefully considered.

E. The submission must be original work that has not been previously published. A paper submitted to the *Yearbook* must not be submitted to another journal unless notification is received that the submission has not been accepted to the *Yearbook*.

II. The Submission Process- FastTrack

A. We will use a **Fast-Track** process for submissions. Submissions will be monitored by the editors for quality, relevance, focus, APA, etc. and reviewed by at least two persons from the Panel of Reviewers and sorted into one of five categories: Accept, Accept with minor adjustments (usually technical), Accept with minor revision, Accept with revision, not accepted. If you have questions, contact one of the editors.

FastTrack is a state-of-the art pre-press management software, considered among the highest quality on-line manuscript management systems. Designed for the ease of use, this system has critical time saving features which compress the time needed for pre-press document handling and review.

1. Registration: To submit your manuscript through fast-track or to review a document the user needs to first make an account in the fast-track system. Once a user completes the registration process he/she is given a user id and a password. The registration process is very simple and can be completed on this website: <http://ncpea.expressacademic.org/login.php>

As you register, please accept that you will be a reviewer as well as an author.

2. Submission: A user can move towards manuscript submission after creating an account on fast-track. To submit a manuscript visit <http://ncpea.expressacademic.org/login.php>

3. Reviewers: The reviewers are assigned to a manuscript by the editors. A blind copy of the manuscript is uploaded into the fast-track system by the editor. This blind copy, a due date, and the criteria for review are made available to the reviewers.

4. Publishing: Once the reviewers provide their comments, the manuscript is either accepted, sent for further revisions or rejected. If a manuscript is sent for further revisions, it is considered rejected until the manuscript has been cleaned and accepted. The manuscript may be sent out for another review if revisions are requested.

5. Editorial guidelines: The majority of references should be within the last five years unless the submission is a historical account or a seminal work is cited. All references in the body of the paper should be listed in the reference section. The submission should address the conference theme.

6. If the number of accepted submissions exceed the number that can be included in the *Yearbook*, the editorial team will make the final decisions regarding selection based on the guidelines provided above.

B. Submissions for the manuscript will follow APA 6th Edition with the exception of the publisher's requirements as noted in the attached formatting guidelines. Please save your manuscript in the format provided. **Your manuscript will be returned to you if it is not in the publisher's format for initial submission in the FastTrack System.**

III. Deadlines

A. The *Yearbook* will be printed online for distribution. The review process will take some time, especially if the material requires revisions.

B. Deadline for **initial** receipt: **December 5, 2011**. Sooner is better! Deadline for reviews to be returned and responses to the authors is **March 1, 2012**. Deadline for the final revisions and resubmission will be **April 15, 2012**.

IV. Publisher's Guidelines

Please submit your manuscript in the format provided on the next page using the fonts and style noted. This should speed things along in the process. Thank you.

V. Contact Information of Editor

Questions concerning the *Yearbook* submission process can be addressed to George Perreault, gmp@unr.edu and Luana Zellner, lz001@SHSU.EDU Yearbook Co-Editors or to Julia Ballenger, Yearbook Associate Editor, jnballenger@gmail.com or to Bill Thornton, thorbill@unr.edu and Sandra Harris, sandra.harris@lamar.edu

(8 point Arial Regular) SECTION TITLE (you may leave this as a placeholder)

Paper Title
(14 Point Times New Roman Bold)

12 POINT TIMES NEW ROMAN BOLD ALL CAPS
1stORDER SUBHEAD

12 Point Times New Roman (All Text)

9 Point Arial Regular (Author Name, Author Affiliation)

11 Point Arial Bold (Table Number). 11 Point Arial Regular (Table Title).

10.5 Point Times New Roman (Table Head)

10.5 Point Times New Roman (Table Body Text)

1. (Numbered List) 12 Point Times New Roman
- 2.
- 3.

(On numbered lists, including Research Questions, please indent and then the second line will be blocked. Only quotes exceeding 40 words should be blocked.)

11 Point Arial Italic (Figure Caption).

(REFERENCES HEAD) 12 POINT TIMES NEW ROMAN

10 Point Times New Roman (Reference Text)