

Purpose of Guidelines

To assist the editorial process and ensure that all papers meet the needs of a diverse audience, the editors of *SCJE* have developed *Guidelines for Authors* to assist you with the preparation of your submissions.

The *Guidelines for Authors* provide you with quick tips that emphasize the following:

- **The electronic medium** often requires shorter sentences and paragraphs. Writers should attempt to create text that is concise and specific rather than wordy and general.
- **Consistency in style and format.** The specified guidelines for style for *SCJE* is the current edition of the American Psychological Association (APA).

Editorial Policy & Process

SCJE publishes articles on all aspects of the education, including comments on trends and standards, technical issues, political and social implications.

The flow of a typical article, from author to publication:

- An author submits an article to an editor by electronic mail. The paper is forwarded by electronic mail to the Editorial Office in Alamosa..
- The *SCJE'* Editorial Office forwards the blind (names are removed) manuscript to peer- reviewers and starts the peer-review process.
- Articles that are submitted as "Feature Articles" will be sent out to peer-reviewers, and will be considered "refereed" articles.
- Articles that are invited will be reviewed by editors and will not be considered "refereed."
- Comments on the article are received in the Editorial Office and three possible scenarios take place:
 1. The article is accepted, as originally submitted,
 2. The article is accepted, with recommended revisions required prior to publication,
 3. The article is not accepted, but author is encouraged to resubmit, after revisions,
 4. The article is deemed unacceptable.
- The revised paper is reviewed and accepted for publication.
- A proof version of an upcoming issue is prepared; authors and editors review the contents and make corrections as necessary.
- The issue is released to the public on the *SCJE* webpage.

Copyright & Privacy

Copyright

Authors submitting a paper to *SCJE* automatically agree to confer a limited license to *SCJE* if and when the manuscript is accepted for publication. This license allows *SCJE* to publish a manuscript in a given issue.

Authors submitting a paper to *SCJE* do so in the understanding that Internet publishing is both an opportunity and challenge. In this environment, authors and publishers do not always have the means to protect against unauthorized copying or editing of copyright-protected works.

Style Guidelines

For general Internet writing style and usage, authors are encouraged to consult *Wired Style: Principles of English Usage in the Digital Age*, edited by Constance Hale (San Francisco: HardWired, 1996).

All citations in the course of the paper should be completely cited in the REFERENCES.. Papers listed in the *References* section that are not cited in the course of the paper should be removed. Citations to papers not found in *References* should be removed from the contents of the paper.

Abstract Format

All papers submitted to *SCJE* for consideration should include an *abstract*, or a brief summary of a paper's fundamental findings and conclusions. A well-written abstract will pique the interest of readers by succinctly presenting that facts and ideas that build a paper.

Consider the following guidelines for creating effective, elegant abstracts that express main ideas and engage readers:

- Place the abstract before the formal contents of the paper and after the title and author.
- Limit the abstract to between three and five sentences.
- State the main ideas of the paper only, avoiding unnecessary details and explanations that are addressed in the body of the paper.
- Do not include references or notes in the abstract.
- Use proper grammar, punctuation, and English language conventions.

Submission Format

Submit one complete copy of your manuscript, including tables and figures, for review purposes to the SCJE@adams.edu , Chief Editors, Dr. David Jacobson and Dr. Linda Christianson.

Each manuscript should contain the following elements:

- A title;
- Names of authors and institution affiliations with electronic mail addresses;
- An abstract;
- Clearly labeled contents that include an introduction, discussion, and conclusion;

- In text citations;
- Brief biographical statement identified with the heading "About the Author";
- Acknowledgments;
- Notes (if any); and
- References

Submissions Format

All submission to *SCJE* should be received as a Word or Text document.

Online Resources

There are a number of helpful and relevant resources available online that may assist you in completing your manuscript for submission. The following links offer hints for online submission.

<http://www.webgrammar.com>

<http://www.grammarbook.com>

<http://www.wsu.edu/~brians/errors/>

Editorial Considerations for Articles Submitted to *SCJE*

1. Is the article well written? Is the tone appropriate for an educational publication?
2. Is the topic appropriate and educationally relevant?
3. Is the bibliography from recent publications? Are citations properly referenced?
4. Is the authors position clearly presented in the article?
5. Are constructs adequately defined, stated, and applied?
- 6.. Is "Review of Literature" comprehensive and current?
7. Are the analytical procedures credible and accurate, and do they follow methodological principles?