

AILACTE Journal

Call for Manuscripts, Review Criteria, Submission Guidelines and Checklist, Review Process and Timeline, *Journal* Editorial Review Board Qualifications and Responsibilities, and Editor(s) and AILACTE Executive Assistant, Technical Editor, and Graphic Designer Responsibilities

Call for Manuscripts for the 2020 *AILACTE Journal*, Volume XVII

Each year the Association of Independent Liberal Arts Colleges for Teacher Education (AILACTE) publishes a peer-reviewed journal. The goal of the *Journal* is to disseminate scholarly work that enhances the work of *teacher education professionals in independent, liberal arts colleges and universities*.

The 2020 *Journal* is not a theme-based edition. Manuscripts may address any issue that will enhance the work of teacher educators in a liberal arts context. Appropriate topics for the *Journal* include teaching and learning strategies, candidate and program assessment, diversity and inclusion, policy changes, etc. Submissions are not limited to research studies, but manuscripts that are grounded in literature and supported by data will be given stronger consideration.

Manuscripts are due **June 19, 2020**, and must follow APA guidelines, 6th Edition. Please refer to the *AILACTE Journal* [Submission Guidelines and Checklist](#) for the additional *AILACTE Journal* requirements.

Submit your manuscript and your Author Biography through the [Author and Biography Form](#).

The 2021 journal will be a themed volume. The theme for the 2021 volume will be posted on the *AILACTE Journal* website in July 2020.

The *Journal* editors are Jackie Crawford (Jackie.crawford@simpson.edu), Professor Emerita at Simpson College, Iowa, and Elizabeth Leer (leere@stolaf.edu), Associate Professor at St. Olaf, Minnesota.

***AILACTE Journal* Manuscript Review Criteria**

- There is a clear articulation of the topic and purpose, and both are timely and relevant to *teacher educators in independent, liberal arts colleges and universities*.
- The theoretical framework is well reasoned and supported by relevant literature, including but not limited to recent research.
- The research methodology and/or the study design are clearly explained, appropriate, and rigorous.
- Supporting details, examples, and visual displays (e.g. illustrations, charts, tables) are sufficient and serve to clarify the content and provide the reader with a deeper understanding of the topic, concepts, and findings.
- The discussion and recommendations are clear, conceptually deep, and will advance the existing knowledge base for teacher educators in independent, liberal arts colleges and universities.
- Data supports the recommendations.
- The author's background and expertise in preparing teachers in independent, liberal arts settings enhances and provides context for the information presented in the manuscript.
- The manuscript follows the APA, 6th edition guidelines and the specific 2020 *Journal* requirements (see the [Submission Guidelines and Checklist](#)). It is focused, well organized, and clearly written; it flows well from one section to the next and is free of grammatical and typographical errors.

Reviewers make one of the following recommendations for publication: Publish, Publish with Editing, Potential to Publish in the Future, or Publication in the *AILACTE Journal* is unlikely.

AILACTE Journal Submission Guidelines and Checklist

	Submission includes: <input type="checkbox"/> Author Submission and Biography form, <input type="checkbox"/> Manuscript submitted electronically as an editable, MSWord docx (<i>not</i> a pdf or View Only file), and <input type="checkbox"/> Institutional Research Board approval (if appropriate). <input type="checkbox"/> All materials submitted through the Author Submission and Biography form.
	Manuscript follows the Publication Manual of the American Psychological Association (APA), 6th edition , 2009.
	Manuscript does not exceed 20 pages . The 20 pages do <i>not</i> include the title page, abstract, or references.
	Abstract of <i>at least 150 words</i> and appears at the beginning of the manuscripts.
	Keywords are identified at the bottom of the abstract.
	Manuscript has one-inch margins (top, bottom, left, and right) .
	Manuscript is left justified . Manuscript is not right justified .
	Manuscript is 12-point font; Times New Roman
	Manuscript is formatted for 8.5" x 11" paper
	Manuscript is double-spaced .
	Manuscript has a running head on all pages.
	Manuscript pages are numbered .
	Manuscript has been thoroughly edited and proofed .
	Manuscript is the original work of the author(s). All references have been cited.
	Manuscript has <i>not</i> been submitted to any other professional publication .
	At least one author has a background in teacher education in an independent, liberal arts college or university setting.
If you have any question, please contact Jackie Crawford (Jackie.crawford@simpson.edu).	

Review Process and Timeline

June 19, 2020	Manuscripts submitted.
July 2020	Manuscripts are screened for general compliance with the APA, 6 th edition, 2009, style guide and the specific requirements for the <i>Journal</i> (see Submission Guidelines and Checklist).
July – August 2020	Manuscripts are sent to three reviewers after removing all names and identifying information. Reviewers have 18 days to complete their reviews.
September 2020	Scores are tallied and comments are reviewed. Decisions about publication are made. Letters and feedback documents are prepared for authors.
September – October 2020	Authors are notified about the status of their manuscripts, and they receive a copy of all of the reviewers' comments.
October – November 2020	Accepted manuscripts are edited.
December – January 2020	Journal is compiled, graphic design is complete, and journal is printed.
January – February 2021	Journal is mailed to authors (2 copies), AILACTE Journal Editorial Board, AILACTE Executive Board, CIRs, and those who preordered. Additional copies may be purchased for \$10; contact Alyssa Haarer (admin@ailacte.org). The Journal is available on the AILACTE website (https://ailacte.org/AILACTE_Journal), and a limited number of copies will be available at the 2021 AILACTE conference.

Journal Editorial Review Board –Qualifications

Persons interested in serving on the AILACTE Journal Editorial Review Board should send a letter of application and a vita to Jackie Crawford (jackie.crawford@simpson.edu).

- Board members are selected on the basis of their interest, experience, and expertise.
- Board members hold an advanced education degree in an area related to teacher education.
- Board members are people who are or were employed by independent, liberal arts teacher education programs, except for those who were board members prior to the establishment of this criterion.
- Board members have experience in producing, using, or reviewing quality professional literature and research.

Journal Editorial Review Board – Responsibilities

- Board members sign Conflict of Interest and Confidentiality forms.
- Board members complete manuscript reviews that are: objective, unbiased, fair, positive, state criticism in a constructive manner, and offer an abundance of comments that will help the author(s) in understanding the review and in improving their work
- Board members serve on an indefinite basis as long as their reviews are appropriate, timely, and helpful to author(s). If reviewers fail to meet the deadlines twice in three years, they will be released from their responsibilities.
- Board members provide input to the editors on a variety of topics.

Journal Editor(s) -- with the Assistance of AILACTE's Executive Assistant, the Technical Editor, and the Graphic Designer – Responsibilities

- Solicit ideas for the themed editions of the Journal.
- Prepare the Call for Manuscripts.
- Update all related forms and materials.
- Monitor the *AILACTE Journal* web updates at [https://ailacte.org/AILACTE Journal](https://ailacte.org/AILACTE_Journal)
- Solicit manuscripts.
- Solicit members of the Journal Editorial Review Board (if necessary).
- Conduct Initial Screening.
- Read all manuscripts.
- Mask manuscripts to ensure anonymity of author(s) and objectivity of reviews.
- Send manuscripts to appropriate members of the Journal Editorial Review Board.
- Track manuscripts as they are sent out and as reviewers complete their reviews.
- Tally scores for each manuscript and review comments.
- Make decisions about which manuscripts will be published.
- Prepare feedback documents for all authors.
- Contact authors about the publication decisions and share the reviewer feedback.
- Conduct technical editing.
- Review technical editing. In some cases, the technical changes *may* be sent to the author(s) for review.
- Compile all components of the *Journal*.
- Complete graphic design of the *Journal*.
- Review the graphic design and all Journal components.
- Print and mail the *Journal*.
- Sell extra copies of the *Journal* at the Annual AILACTE Conference.
- Annually present a report to the AILACTE Board of Directors.

Forms for Authors: [Author Submission and Biography](#) form