



Author

GUIDELINES

KAPPA DELTA PI PUBLICATIONS

About

KAPPA DELTA PI

Kappa Delta Pi, International Honor Society in Education, is committed to recognizing excellence and fostering mutual cooperation, support, and professional growth for educational professionals. Founded in 1911, the Society's membership now exceeds 55,000 individuals around the world, all of whom are involved in the field of education.

As part of its ongoing dedication to educators, Kappa Delta Pi publishes two quarterly journals, *The Educational Forum* and the *Kappa Delta Pi Record*, and a quarterly newsletter, the *New Teacher Advocate*—as well as books, newsletters, booklets, and other printed pieces for those in the educational field.

Readers of Kappa Delta Pi publications include educators from pre-K to the college/university level, from education majors to practicing teachers to school administrators, and from graduate-level students to professors of education. In short, Kappa Delta Pi publications reach educators from all levels involved in the advancement of education.

Kappa Delta Pi Publications

Kappa Delta Pi publications support the professional development of educators and scholars, and are committed to fulfilling these purposes:

- stimulate dialogue among educators;
- challenge current thinking in education;
- extend knowledge boundaries and shape thinking;
- highlight educational innovations and best practices;
- encourage positive educational change;
- engage the global community in discourse; and
- improve educational practice.

Authors are encouraged to submit their educational writings to Kappa Delta Pi. This guide is designed to help prospective authors learn more about Kappa Delta Pi publications and specifications for submitting articles.

General Submission Specifications

Manuscripts submitted for any of Kappa Delta Pi's publications must not be submitted simultaneously to another publication, nor be under consideration by other publishers at the time of submission. Manuscripts must be original material and not published previously.

To help facilitate the review and communication process, electronic submissions are encouraged. They should be in IBM-compatible Microsoft Word format and sent as an e-mail attachment or on a floppy disk. The e-mail address for submissions is *pubs@kdp.org*. Manuscripts may be sent by postal mail as long as five hard copies are enclosed; but electronic submissions ultimately are required.

Submissions should be typed double-spaced for 8.5" x 11" paper. Pages should be numbered. Use *The Chicago Manual of Style*, 15th edition, for manuscript format and reference style.

All manuscripts must be formatted for a blind review. The author's name and other identifying information must not appear anywhere in the text. On a cover sheet or separate attachment, authors should provide the following information:

- Title
- Number of words in the manuscript (including references)
- Author's name, mailing address, telephone and fax numbers, and e-mail address (If more than one person has authored the manuscript, please provide contact information for all authors and indicate which person is the corresponding author.)
- Brief biography (up to 40 words) indicating the author's present professional position and institutional affiliation, areas of specialization, and research interests
- Journal and theme or department for which the article is best suited
- Date of submission

It is the author's responsibility to quote accurately and provide complete reference information as well as secure necessary permissions. Authors of accepted manuscripts will be requested to assign all rights to Kappa Delta Pi by means of a standard copyright agreement form.

Editors of Kappa Delta Pi publications reserve the right to make editorial changes in all manuscripts to improve clarity, conform to style, correct spelling and grammar, and fit the journal space allotted to the article. Manuscript submission implies author acceptance of this agreement.

All submissions should be addressed to:

Managing Editor
[*Title of Publication*]
Kappa Delta Pi
3707 Woodview Trace
Indianapolis, IN 46268-1158
E-mail: pubs@kdp.org



The Educational Forum is published quarterly and is targeted toward educators, from classroom teachers to college/university professors, theorists, researchers, and graduate-level students. Subscribers to *The Educational Forum* include individuals and libraries in the United States and overseas.

The Educational Forum solicits manuscripts that challenge existing ideological and theoretical boundaries on national and international educational issues. Through the inclusion of compelling, thought-provoking perspectives, *The Educational Forum* intends to serve as a catalyst for stimulating and encouraging dialogue and for transforming the thinking about

education. While themes are outlined periodically for upcoming issues, the editorial review panel of *The Educational Forum* encourages, at any time, submissions on diverse, substantive topics that contribute to the advancement of education.

The Educational Forum is published the first week of January, April, July, and October. For consideration in specific issues, manuscripts should be received six months prior to the publication date. Please visit Kappa Delta Pi's Web site, www.kdp.org, or see the Call for Manuscripts page in a current issue, for exact submission deadlines.

The Educational Forum includes four departments:

Essays—Discussions on educational issues and theories

Research Reports—Studies on educational programs, practices, and theories

Book Reviews—Commentaries on recent educational tomes

Open Forum—A continuing exchange of ideas and opinions

Manuscripts submitted for the Essays or Research Reports departments should not exceed 7,000 words, including quotations and references. An abstract of no more than 75 words must accompany these manuscripts. Book reviews should not exceed 800 words, and Open Forum submissions should be limited to no more than 250 words.

The *Kappa Delta Pi Record*, published quarterly, presents practical articles on compelling topics and issues important to classroom teachers at all levels. Written by practicing educators, feature articles and departments address learning avenues for teachers as well as students. Timely topics invite reader response and stimulate dialogue. By providing the best examples of teaching strategies, viewpoints on principles and practices of teaching, and ideas for implementing current educational research in the classroom, the *Record* encourages and promotes growth in the field of education.

While some upcoming issues of the *Record* have designated themes, others do not. Please visit Kappa Delta Pi's Web site, www.kdp.org, or see the Call for Manuscripts page in a current issue, for exact submission deadlines.

Manuscripts submitted for feature articles should not exceed 3,000 words, including references. A description of the *Record's* other departments with word count specifications follows:

In My View—Personal editorials on issues in education (1,200–1,800 words)

Gateways to Experience—Essays addressing concerns of the beginning teacher (1,200–1,800 words)

Programs in Practice—Descriptions of successful, innovative educational programs (1,200–1,800 words)

Curriculum Connections—Practical teaching ideas related to specific content disciplines, particularly how content from one discipline can assist in teaching another (1,200–1,800 words)

Electronic Classroom—Practical teaching ideas using computer and telecommunications resources (1,200–1,800 words)

Around the Globe—Articles on educational policy and practices in countries outside the United States (1,200–1,800 words)

Around the States—Articles on educational policy and practices specific to a particular state or region of the United States (1,200–1,800 words)

Research Reports—Translations of recent research into classroom applications (1,200–1,800 words)

Book Reviews—(450 words)

Telling Stories—Heartfelt personal stories about a teaching or learning experience that gives meaning to your professional career (600 words)

Authors must submit a 50-word abstract with each submission, except for Book Reviews and Telling Stories.



The mission of the *New Teacher Advocate* is to be a partner for success to novice and apprentice teachers, offering professional connections and support in practice-oriented articles and expert-advice columns. Through

the stories of educators from all levels of practice, this newsletter informs, encourages, and inspires new teachers.

Published four times annually to coincide with a typical school year, this award-winning and reader-friendly newsletter provides articles on topics of interest to beginning teachers. Articles on seasonal topics must be sent four to six months in advance of an appropriate publishing date. Please visit Kappa Delta Pi's Web site, www.kdp.org, or see the Call for Manuscripts page in a current issue, for exact submission deadlines.

Prior to publication, a consulting editor reviews all manuscripts to ensure that the articles published are current and educationally sound. Consulting editors for the *New Teacher Advocate* are practicing or retired educators and members of the newsletter's advisory panel.

New Teacher Advocate newsletters include:

Cover Feature—Seasonal topics corresponding with the school year, i.e., starting out the year, fall testing, winter blues, spring fever, and ending the year (500–1,000 words).

Themed Section—Articles that address a particular theme. Themes are listed under Call for Manuscripts on page two of the newsletter and on KDP's Web site, www.kdp.org (450–700 words).

Just the FAQs Please—Answers to teaching-related questions from readers.

Articles of queries and responses generated by authors also are considered (450–700 words).

Insights: The First Year—Anecdotes, amusing, poignant, or enlightening perspectives, from first-year teaching experiences. Recollections of veteran and apprentice educators alike are welcome (75–300 words).

Resource List—Reader recommendations of exemplary Web sites and other resources for new teachers and their classroom practices.

Letters to Editor—Comments and reactions to subjects and ideas presented (100 words or less).

Review Process

The Educational Forum and the *KDP Record* are refereed journals. A double-blind review process is used in evaluating all submissions—solicited or unsolicited—that show potential for publication. Manuscripts are sent to four peer reviewers from the appropriate journal’s Editorial Review Panel, a group of 26 individuals prominent in the educational community. Reviewers are selected based on the manuscript’s topic and the reviewers’ areas of expertise.

Reviewers evaluate manuscripts based on their significance and interest to professional educators, and the quality of the scholarship, research, and writing. Following their review, manuscripts are forwarded to the appropriate journal’s Academic Editor for further review and a final decision.

An acknowledgment is sent when a manuscript is received. The review process normally takes 3–6 months. Once a decision has been made regarding a manuscript, the author will be notified in writing by the managing editor. Authors may be asked to revise and resubmit based on reviewer comments.

Book Reviews

The Educational Forum and the *Kappa Delta Pi Record* accept solicited and unsolicited reviews on recent books.

Submissions should include a brief summary of the content of the book, provide its bibliographic information (including ISBN number and total page count), and discuss its strengths, weaknesses, and contribution to the field of education. Once the review is received and accepted by Kappa Delta Pi, it will be slated for inclusion in an upcoming issue, and submitters will be notified.

Prospective reviewers should send a letter to the Director of Publications indicating a desire to review books for Kappa Delta Pi and include areas of interest. Individuals selected as reviewers will receive written notification of their appointment.

Book reviews for *The Educational Forum* should be no longer than 800 words, while reviews for the *Record* should not exceed 450 words.

References

References in manuscripts submitted to Kappa Delta Pi publications must be clearly and carefully cited in both the text and in a reference list at the end of the article.

Manuscripts with footnotes or endnotes are not acceptable. In-text and bibliographic references should conform to the author-date system of documentation in *The Chicago Manual of Style*, 15th edition.

Sample references are provided here.

Authors, however, should refer to *The Chicago Manual of Style* whenever in doubt.

Books

References to books should provide the author(s) or editor(s), year, title, place of publication, and publisher.

Banks, J. A., and C. A. McGee Banks, eds. 2001. *Multicultural education: Issues and perspectives*, 4th ed. New York: Wiley.

Barth, R. S. 2001. *Learning by heart*. San Francisco: Jossey-Bass.

Breaux, A. L., and H. K. Wong. 2003. *New teacher induction: How to train, support, and retain new teachers*. Mountain View, Calif.: Harry K. Wong Publications.

Sternberg, R. J., ed. 2002. *Why smart people can be so stupid*. New Haven, Conn.: Yale University Press.

Articles or Chapters in an Edited Book

References to an article or chapter in an edited book should include the author's name, year, title of article or chapter, work

in which it appears, name(s) of editor(s), pages on which article/chapter appears, place of publication, and publisher.

Earl, L., and S. Katz. 2002. Leading schools in a data-rich world. In *Second international handbook of educational leadership and administration*, ed. K. Leithwood and P. Hallinger, 1003–22. Dordrecht, The Netherlands: Kluwer Academic Publishers.

Journal Articles

References to journal articles should include the author's name(s), year, title of article, journal name, volume, issue number (or month), and inclusive pages.

Gratz, D. B. 2003. Leaving no child behind. *Education Week* 22(40): 36–37.

Hargreaves, A., and M. Fullan. 2000. Mentoring in the new millennium. *Theory Into Practice* 39(1): 50–56.

Papers Read at Conferences

References to papers read at conferences should cite the author(s), year, title, conference name, exact dates, location, and ERIC documentation number (if available).

MacKay, A. W. 2001. Student free expression in Canada: How free is the educational marketplace, and what ideas can be put on the market? Paper presented at An Education Odyssey, Canadian Association for the Practical Study of Law in Education Conference, 29 April–2 May, Vancouver, B.C., Canada.

Dissertations

References to dissertations should include the author's name, year, title, type of dissertation, and university.

Shariff, S. 2003. A system on trial:
Identifying legal standards for
educational, ethical, and legally
defensible approaches to bullying in
schools. Ph.D. diss., Simon Fraser
University, Burnaby, B.C.

Videocassettes

Facts of publication for video recordings generally follow that of books, with the addition of the type of medium.

Barker, J. *Leadershift: Five lessons for leaders in the 21st century*. VHS. Lakewood, Wash.: Richardson Company Training Media, 1999.

Internet or Online Materials

References to Internet or other online materials should include the author's name, copyright year of the document or site, title of article, city and name of host organization (if available), and electronic address.

Webber, C. F., and J. M. Robertson. 1998.
Boundary breaking: An emergent
model for leadership development.
Tempe, Ariz.: Educational Policy
Analysis Archives. Available at:
<http://epaa.asu.edu/epaa/v6n21.html>.

Behavior Online. 2000. A conversation with
Warren Bennis. Available at:
www.behavior.net/column/bennis.

In-Text References

In-text references should include the last name(s) of the author(s), copyright year, and, if citing a direct quotation, the page number(s).

- Author and year: (Calabrese 2002)
- Author, year, and page: (Calabrese 2002, 30)
- Same author, two works (different years): (Wong 2002; 2003)
- Two different authors, two different works: (Giroux 2003; Leishman 2002)
- Two authors, same work: (Killion and Hirsch 2001)
- More than two authors, same work: (Caruso, Mayer, and Salovey 2002)
- Subsequent in-text references of multiple authors, same work: (Caruso et al. 2002)

Following Publication

After publication, the author retains the right of republication subject to (1) notifying Kappa Delta Pi of such plans at least 90 days before the rerelease of the work and (2) providing proper credit to Kappa Delta Pi as publisher.

Authors whose work is published by Kappa Delta Pi will receive two complimentary copies of the publication. Additional copies can be purchased at an author-discounted price from Kappa Delta Pi Headquarters.



3707 Woodview Trace
Indianapolis, IN 46268-1158
317.871.4900
800.284.3167
317.704.2323 (fax)
www.kdp.org