

2020 GUIDELINES FOR AUTHORS - JEM

Relevant Research Areas (Aims and Scope)

The journal will accept articles with content in the areas of educational management (i.e., educational planning, educational policy, educational leadership, educational management and educational administration), focusing on contemporary issues at all levels of education (Basic/K-12, Secondary, Tertiary).

How to Submit an Article or Manuscript

This is done electronically via email to iepa@ucc.edu.gh. The manuscript should be a Microsoft word attachment. The first page (title page) should comprise, the title of the article, the names of the authors with their institutions to which they are affiliated and their email (preferably an institutional email) as well as professional status and/or responsibility. If there are multiple authors, they must be listed with the principal author followed by the others. The corresponding author should be highlighted.

The manuscript should have a separate author(s) page. The main manuscript should not include author(s) name(s) for reviewing purposes.

Editorial Procedure

Manuscripts will be accepted from practicing educational managers, planners, administrators, researchers and teachers in Ghana and overseas. Relevant papers on related experiences from authorities in corporate business are also welcome. Each paper submitted will first be checked whether or not it falls within the scope of the journal and it conforms to the APA requirements. A manuscript that does not satisfy the requirements will not be sent for review.

A copy of the journal's guidelines will be available to the author, before submission. After submission and review, the report on the article will be sent to the author. The manuscript may then be re-submitted after necessary corrections have been made.

All manuscripts that are accepted will be subjected to anonymous peer evaluation, usually by at least two members of the Editorial Board. If the article is found publishable but requires specified changes the editor will ask the author to make the changes and re-submit

Authors should ensure that:

- their work is original and written by them
- their work has not been previously published and has been submitted only to the journal
- where material is taken from other sources (including their own published writing) the source is clearly cited using APA 7th ed format and where applicable, appropriate permission is obtained
- their work does not infringe on any rights of others, including privacy rights and intellectual property rights
- their data is true and not manipulated
- their data is their own or that they have permission to use data reproduced in their paper

- any real or apparent conflicting or competing interest is clearly stated on submission of their paper (this would include funding assistance)
- they adhere to all research ethics guidelines of their discipline, particularly where human or animal subjects are involved
- they contact the Editor to identify and correct any material errors upon discovery, whether prior or subsequent to publication of their work
- authorship of the paper is accurately represented, including ensuring that all individuals credited as authors participated in the actual authorship of the work and that all who participated are credited and have given consent for publication

Authorship

For multiple authorship, all authors who contributed to the article must be listed. The principal author will be the one who makes the most contribution. The others are listed by extent of contribution made regardless of status.

When there is more than one author the following issues must be adhered to. All authors should have been part of:

1. Making a significant contribution to the concept, design of the work, or acquisition, analysis, or interpretation of data
2. Approving the final version of the article submitted
3. Drafting part of or revising part of the content of the article
4. Participating sufficiently in the work to take responsibility of the portion worked on

When the article is the outcome of a student's dissertation or thesis, the student becomes the principal author.

The corresponding author, is the author responsible for communicating with the Editor to provide relevant or needed information for the successful publication of the article. The delegated corresponding author provides information on details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements. They should also be available after the peer reviews to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise.

Ethical Issues

Informed consent must be obtained, and evidence of it should be indicated in the article.

Technical and Stylistic Requirements

1. Manuscripts should be 10 to 20 pages in length.
2. A report of original research should consist of distinct sections and should appear in the sequence of these stages: **Introduction, Method, Results and Discussion.**

3. Article should be accompanied with an **Abstract** of not more than 150 words in length, typed on a separate page. Brief Reports/Comments need no abstract.
4. A maximum of 6 keywords should be included in the article directly after the abstract.
5. The title should clearly reflect the main theme, issue or position discussed in the article with a maximum of 15 words.
6. To ensure anonymity in the reviewing process the body of the paper should bear only the title of the paper on the front page as a means of identification. Authors are to attach to each manuscript a cover page indicating the title, author(s) names, professional status and/or responsibility post, institutional affiliation and email addresses.
7. Tables, diagrams, graphs and figures should be in the appropriate places in the body of the paper.
8. Authors should adhere strictly to the style in the seventh edition of the Publication Manual of the American Psychological Association (APA).
9. The list of cited references for Articles should appear at the end of the paper. They should include the author's name, year of publication, title of publication, the volume and or page number(s), URL or DOI and the publisher.
10. Explanatory footnotes should be used sparingly. They are to be indicated in the text by superscripted numbers preceding the reference page. The footnotes should be listed in sequence at the end of the paper.

Overall Paper Structure

The paper should have the following subheadings/content areas

Empirical study	Conceptual/Position paper	Policy brief
<ul style="list-style-type: none"> • Title Page • Abstract • Introduction <ul style="list-style-type: none"> ○ <i>Need for the study</i> ○ <i>Literature/background/conceptual framework</i> ○ <i>Research Objectives/Questions/hypothesis</i> • Methods • Results(findings) • Discussion <ul style="list-style-type: none"> ○ <i>Interpretation of results</i> ○ <i>Implications for practice, policy, or theory</i> ○ <i>Limitations</i> ○ <i>Suggestions for future research</i> • References • Appendices • *Tables, and Figures: 	<ul style="list-style-type: none"> • Title Page • Abstract • Introduction • Purpose/position of the paper • Various concept topics /Conceptual development • Theoretical framework • Conclusions • References • Appendices, • *Tables, and Figures; should be in the appropriate places in the paper 	<ul style="list-style-type: none"> • Title Page • Executive Summary • Context or Scope of Problem • Policy Alternatives • Policy Recommendations • Appendices • Consulted or Recommended Sources • Appendices • *Tables, and Figures; should be in the appropriate places in the paper

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