



ICSEI Monograph Series: Guidelines for Authors

Purpose and Objectives

ICSEI is a global community collaborating for enhanced quality, equity, and excellence in education, related to educational and school effectiveness and improvement. As an organization, ICSEI provides a powerful infrastructure for connecting knowledge through a policy, research, and practice interface. ICSEI plays a pivotal role in the contemporary debate about school and education system improvement.

The ICSEI Monograph series is an important contribution to the dissemination of this knowledge. It provides an opportunity for researchers, policy makers, and practitioners around the world to share their ideas, their empirical work, and to push the boundaries of existing knowledge base. This series underlines a commitment to high-quality debate, discussion, and dialogue based upon evidence. It is intended to bring new thinking, challenges, and research to this field.

Guidelines

Potential authors in the Monograph Series will need to consider the following criteria for publication:

- A Monograph is normally a specialist work on a single subject or an aspect of a single subject. The purpose is to provide original scholarship.
- The Monograph content should *explicitly* connect with the ICSEI mission and will clearly contribute to its knowledge base;
- The Monograph needs to be written in an accessible form for practitioners, policy makers, and researchers;
- The Monograph can draw upon previous work/publications but only to provide additional insights and evidence. Replication or reiteration of existing published work is *not* acceptable.
- Symposia presented at a Congress could be turned into a monograph, drawing on cross-cutting themes and scholarship surfaced during the session.
- The Chair of the Communications & Knowledge Management Committee will assign the manuscript to two members of the Editorial Review team (comprised of ICSEI members) who will engage in a double-blind review and will provide recommendations to the Editor. The Editor will advise the author(s) of any changes required and will advise the Board about final publication.

If there are separate monographs arising from the same theme an introduction maybe located in one of the monographs to explain the theme or a separate monograph could be written that substantively explains how the monographs connect together and contribute to the SESI knowledge base. The normal reviewing procedures would apply.

Copyright

ICSEI does not copyright its publications. The published work retains its original copyright.

Authors are responsible for complying with the professional standards and publication ethics related to any and all forms of plagiarism, including self-plagiarism, ethical treatment of human subjects, and must comply with any and all legal and regulatory laws, guidelines, principles, codes of conduct, and other policies of their sponsoring or affiliated institution(s) and government entities pertaining to uses of primary and secondary data and sources at all stages of research and publication. Any graphs, digital photos, artwork, charts, tables, appendices, and all other visuals and multi-media must have proper copyright documentation, associated release forms, and proof of right of use approval prior to publication through ICSEI.

Authors published through ICSEI monograph, keynote, and book corner publication series are expected to acknowledge ICSEI as the first place of publication in any subsequent publication of the work.

Process

An abstract or summary will be shared with the Committee Chair for initial assessment and feedback. If the abstract is accepted, a full version of the monograph will be subject to double blind review. If accepted for publication, the monograph will be published online under the ICSEI’s publications webpage and made available to the ICSEI members.

The Committee Chair also reserves the right to commission monographs on issues of importance and relevance to ICSEI as directed by the Board.

Length – 3000-5000 words (excluding references and appendices)

Style – APA 6th Edition (see <http://www.apastyle.org/manual/>)

Indexing –Monographs are not indexed

Editorial Correspondence - contact Doris McWhorter, Executive Director, admin@icsei.net.

Author: Copyright Declaration

I have read, understood, and fully acknowledge the stated purpose/objectives, guidelines, and process. I declare that I have, understood, and fully complied with the copyright requirements set forth in this document as stated in their entirety.

(wet-signed legal name signature)

(date)

(printed legal name)

(to be signed by each individual author, including co-authors and supporting authors)