



AEL

AEL
Submission guidelines, copyright
criteria and publishing agreement

2022



Australian Council for
Educational Leaders



Australian Council for
Educational Leaders

ACEL is a forward-thinking, relevant and responsive agent of change and innovation. As the premier provider of resources and experiences for educational leaders, ACEL's membership continues to expand with a growing network of 25,000 and over 5000 members actively connecting and participating in regular professional learning opportunities.

ACEL actively supports the development of leadership capabilities across Australia, with an extensive calendar of workshops, conferences and networking events, professional development programs, resources library and online bookshop, and a number of professional in-house publications.

ACEL cultivates a collaborative learning community of educational leaders by:

- Enhancing leadership capacity through delivery of high-quality programs, events and publications
- Elevating the standing of educational leadership by recognising excellence
- Representing, supporting and advocating for the education profession
- Sustaining strong state, national and international ACEL networks.

55%

of ACEL members
are principals or
institution heads

40%

are heads of
department, team
leaders or are in
senior teaching
positions

5%

are responsible
for business
management
or providers
of school
consultancy
services

ACEL

Issue Dates & Themes

<i>Issue</i>	<i>Theme</i>	<i>Submission Date</i>	<i>Publish Date</i>
Term 1	Emotionally intelligent schools	31st December (2021)	24th February
Term 2	Developing a common culture in diverse organisations	13th March	26th May
Term 3	Inspiring hope, leading the future	3th July	25th August
Term 4	<i>TBC</i>	2nd October	1st December

Submit articles online through the Journal's website:

www.acel.org.au/ael
publications@acel.org.au

Authors are welcome to write on any of the *AEL* issue themes and may address any aspect of educational leadership and teaching practice.

General Articles
(2000-2500 words, including references)

Innovations in Education from a wide range of contexts:

- Early childhood
- Primary
- Secondary
- Remote
- Independent
- Indigenous
- International
- Other

Success Stories
(800-2000 words)

Key focus could include areas such as:

- School improvement
- School development
- Case studies of leading or teaching excellence at system, school (teacher, staff or students), classroom or organisational level.
- Leading change / innovations
- Other

Leadership Challenge
(1000 - 1500 words)

Key focus could include areas such as:

- Reflections on one's own leadership journey
- Challenges faced by particular levels of leadership (i.e. middle leadership, senior leadership, emerging leadership, university leadership)

Article area of focus:

- Early Childhood
- Primary
- Secondary
- Tertiary
- Other

Quality and relevance:

Content of the article must be judged by the Editorial Committee as:

- Current
- Relevant or topical
- Unique in focus
- High in quality - scholarly authorship.

Manuscripts

Word length as per the category details on the online submission form.

Please attach a Microsoft Word version of your article.

Content must be:

- Grammatically correct
- Punctuated correctly
- Spelled correctly
- Single spaced
- Use APA 7 references.

Images are .jpg .eps or .png files and uploaded as separate files, NOT embedded in the manuscript.

Tables as Excel files and uploaded as separate files, NOT embedded in the manuscript.

Source of figure or table is cited in the article.

The appropriate position in the article for figure or table placement should be indicated by “Insert Fig. XX about here” in text.

Images must be attached as high-resolution files - (1MB) 300 dpi [dots per inch] or higher. Low-resolution 72 dpi images as used on the internet are not suitable for reproduction in print.

Figures, graphs, charts and tables are clearly identified by number, name of first author and an appropriate key word, e.g. Fig.1 Cox ICT.jpg.

All diagrams, figures, tables must be given titles.

e.g. Table 1 *Numbers of children with proof of parental citizenship* (put “Numbers of children with proof of parental citizenship” in italics)

Copyright and permission to reproduce figures, graphs, charts and tables or lengthy excerpts of text submitted or quoted, has been obtained.

Images are .jpg .eps or .png files and uploaded as separate files, NOT embedded in the manuscript.

Photographs and other .jpg or .png images must be uploaded as **high- resolution** files - (1MB) 300 dpi [dots per inch] or higher. Low-resolution 72 dpi images as used on the internet are not suitable for reproduction in print.



300 dpi

Image is crisp and clear for print



72 dpi

Image is pixellated and unfit for print

Author bio image will be placed at the end of the article along with a short biography.

Bio photographs must be of high resolution and cropped to passport size to allow space for placement.

Enough space is needed around the subject's face to allow for cropping.

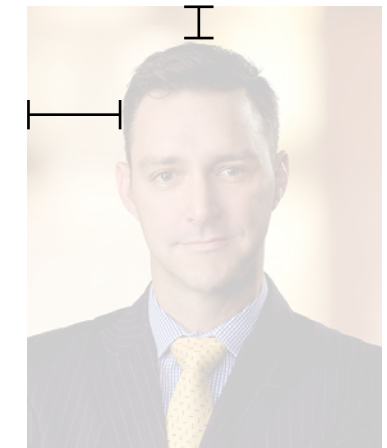


Image Supplied

High-quality full-colour image with enough space around subject's head for cropping.



Image Altered

Once image is approved it will then be converted into a black and white version for print.



Final Image

Image placed in circle for final version displayed in the journal.

Images used to support articles need to follow the image guidelines for quality. Photo-manipulations and composite stock photography are not used in the publication.

A suggested image, image owned by the author or open sourced image should be supplied to complement the title of the article.

Images used should be naturally shot photography utilising natural light, subjects, and staging.

Any personal images used within the article must have full approval from individuals involved.

Copyright and permission to reproduce images has been obtained. You have obtained and will provide to ACEL all necessary permissions for the reproduction, as part of the article, of any artistic works or data, e.g. illustrations, maps, photographs, charts, graphs, tables and any other visual or data material, not owned by you.

Please read the copyright section for more important terms and conditions information.



Original Data

The Editorial Committee has the right to examine the raw data on which the results of a submitted article are based.

Plagiarism

All books, articles and other sources used for the publication have been sourced and referenced correctly.

Submitted articles must acknowledge any books, articles and other sources used for the publication. Failure to appropriately reference may result in an accusation of plagiarism. Plagiarism is considered to be literary theft.

Statistical Guidelines

Where the use of statistics is a part of the article:

- the aim of the study should be clearly described
- a suitable design, incorporating an appropriate number of subjects, used to accomplish the aim.

Details are provided on whether:

- data were collected prospectively or retrospectively, and
- any exclusions or losses to follow-up that might affect the study population.
- validity of statistical procedures have been confirmed; or
- authors are advised to seek advice regarding statistical analysis if uncertain of the appropriateness or interpretation of statistical methods.

The Journal uses APA seventh edition for referencing and uses English (AU) spelling. All references should be listed in alphabetical order, by year.

See these examples of the APA Referencing:

In Text

A recent study (Seeley et al., 2011) concluded that ...

The cyclical process (Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988) suggests ...

Books & Journals

Lumby, J. (2001). *Who cares? The changing health care system*. Allen & Unwin.

Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practices for forensic psychiatry* (2nd ed., pp. 7-13). CRC Press.

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1) 1-51. <https://doi.org/10.1037/rev0000126>

Online articles

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*. <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

Webpage

World Health Organization. (2018, March). Questions and answers on immunization and vaccine safety. <https://www.who.int/features/qa/84/en/>

Quotations

All direct quotes should be in double inverted commas and require **page numbers** e.g.

People make “sweeping inferences and judgements from body language” (Cuddy, 2012, p. 30)

Where there is no page number, use **section and/or paragraph** e.g.

“Leadership is not for the faint hearted; it requires strength and resilience” (Smith, 2018, Leadership section, para. 3).

The order of authorship should be a joint decision of the co-authors. All persons designated as authors should qualify for authorship. Each should have participated sufficiently in the work to take public responsibility for the content.

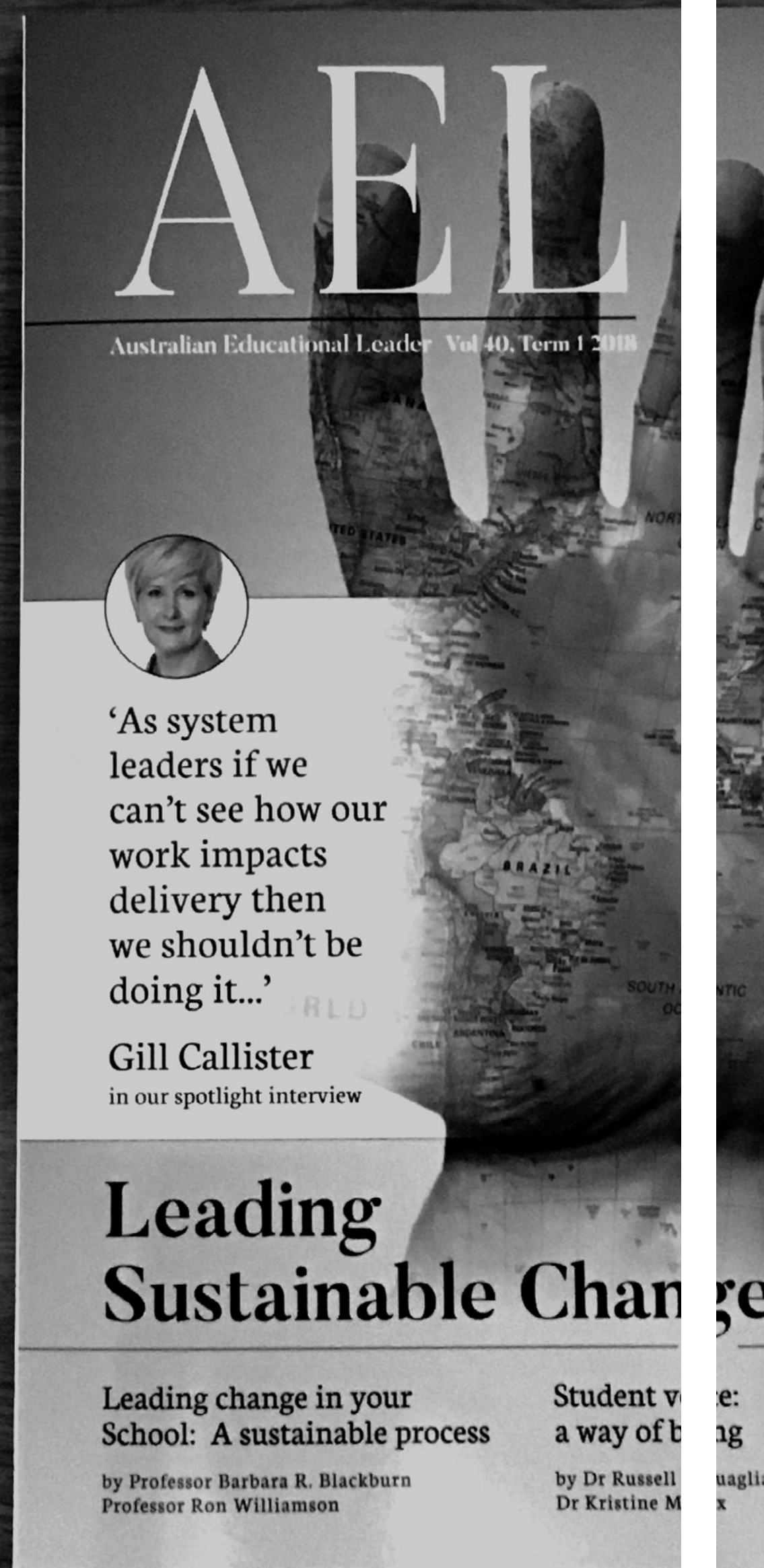
Authorship credit should be based only on substantial contributions:

- (a) to conception and design, or analysis and interpretation of data;
- (b) to drafting the article or revising it critically for important intellectual content; and
- (c) on final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision is not sufficient for authorship.

The title page should provide the following information:

- The title of the paper.
 - Abbreviations are not to be used in the title (except commonly used acronyms, e.g. ICT for Information and Communications Technology).
 - Names of the author(s), which should comprise first and surnames, organisation and position, as well as qualification (e.g. Dr / Associate Professor / Emeritus Professor, Head of Research, University of XX.).
 - Full address(es) where the work discussed in the paper was carried out (do not use abbreviations in addresses).
 - Authors' names are linked to the appropriate address using numerals.
 - Corresponding author's address should be an email address.
- A shortened version of the title (in which abbreviations are permissible) should be provided for use as the running head.
 - Footnotes and Endnotes are not used. Acknowledgements, Source of Funding etc. should be included at the end of the text.
 - References must follow **APA 7** and should be inserted in the text and listed at the end of the article.
 - Abbreviations are used where appropriate but are always defined where first used, e.g. Australian Council for Educational Leaders (ACEL).
 - A short biography (1-2 sentences) for each author, identifying current position or work is included.



While not a formal peer review journal, each article received is carefully assessed for scholarly quality, relevance and topicality by the Editorial Committee. Committee members receive “blind” copies of articles to review, with references to authors and biographies omitted.

Articles will be returned for rewriting and resubmission if the guidelines (particularly Quality and Relevance) are not fulfilled.

There are three categories of decision:

Accept

The article will be published after sub-editing. The corresponding author may be sent page layouts before it is published but editorial changes remain the right of the Editorial Committee.

Decline

The Editorial Committee acknowledges the submission and explains to the corresponding author why it has not been accepted. The Editorial Committee Chair’s decision is final.

Accept with revisions

The Editorial Committee discusses the article with the corresponding author and explores areas that may need to be revisited before the article is accepted for publication.

Following acceptance of a paper, the manuscript will be edited to comply with house style and typeset. The Editorial Committee reserves the right to edit the copy submitted.

By submitting your article, you agree that ACEL may edit the manuscript as it sees fit. If ACEL makes a request for assistance, you will provide ACEL with such assistance in editing the manuscript as is reasonable, by responding in a timely way, and certainly within seven (7) days of any such request being made.

If any queries have arisen during the editorial process, the author will receive a copy of the article and a query list. These are sent by email as pdf or Word documents.

The Journal prefers that authors use Adobe Acrobat pdf editing tools to mark corrections or answer noted queries, or track changes in Word. If Adobe Acrobat is not available, authors should print the pages and mark corrections clearly on the pages. Mark the place in the text where the correction is to be made and write the correction clearly in the margin next to it. These editorial changes may be returned to the publisher by email or facsimile; email is preferred. In some cases the above communication will be via email only.

Before submitting, the author should thoroughly check authors' names, data in tables, any mathematics and the accuracy of references.

Copyright* criteria, warranties and publishing terms and conditions

You warrant that you are the owner of all copyright and related rights in the article/manuscript you have provided to ACEL for publication.

Warranties

You warrant that:

- (a) You are the sole legal and beneficial owner of the copyright in the article assigned to ACEL;
- (b) You have the legal authority to submit the manuscript and information on behalf of all legal and beneficial owner/s of the manuscript;
- (c) You have not licensed, charged, encumbered or assigned to any other person, in whole or in part, any rights in the manuscript;
- (d) there are no existing or threatened claims or litigation which would impair, limit, inhibit or diminish the rights in the manuscript assigned to ACEL (including the exploitation of those rights);
- (e) the manuscript does not, and will not, infringe the copyright of any person;
- (f) all material referenced in the manuscript which you have not created is attributed to appropriate authors;
- (g) You have obtained and will provide to ACEL all necessary permissions for the reproduction, as part of the manuscript, of any artistic works or data, e.g. illustrations, maps, photographs, charts, graphs, tables and any other visual or data material, not owned by you;
- (h) the manuscript has not been previously published or submitted for consideration for publication to any other party;
- (i) the manuscript contains no unlawful statements or content, is in no way defamatory and does not infringe the rights of any third party;
- (j) ACEL has the right to use your name, likeness and biography for the purposes of advertising and publicity of the exploitation of the manuscript assigned to the ACEL under this agreement.

Indemnity

You agree to defend, indemnify and hold ACEL and any related body corporate and personnel harmless from and against any and all claims, liabilities, judgements, penalties, and taxes, civil and criminal, and all costs and expenses (including, without limitation, reasonable legal fees) arising out of or relating to any breach or alleged breach of this agreement including any warranty by you.

Assignment of copyright

By submitting this manuscript, you have assigned to ACEL: the entire copyright throughout the universe and all other rights of a like nature, whether vested, contingent or future, in the manuscript including all renewals and extensions of copyright; and any and all rights in relation to the manuscript available to you at the time of your manuscript submission and acceptance of these terms and conditions. You warrant, acknowledge and agree that the rights that accrue to you pursuant to these terms and conditions are sufficient consideration in exchange for your assignment of the copyright.

Moral rights** and licence

None of the above is to be taken as a waiver of Your moral rights. ACEL hereby grants you a limited licence to use the manuscript for non-commercial purposes including research, presentations at conferences and meetings, and within private research groups.

If You publish the manuscript, you must include a full citation of the ACEL publication the manuscript appears in and, if the manuscript is published online pursuant to this licence, provide a link to ACEL's website.

Reprints and permissions

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of the copyright owner. Requests should be addressed to the Editorial Committee by email to: Head of Programs and Publications, Debbi Sundy, d.sundy@acel.org.au

* **Copyright** means: any copyright under the *Copyright Act 1968 (Cth)*; any copyright under the law of a country other than Australia; and rights in the nature of or analogous to the rights in the above definitions under the law of Australia or any other country (including future copyright and rights in the nature of or analogous to copyright).

****Moral rights** means rights of integrity, rights of attribution and other rights of an analogous nature which may now exist or which may exist in the future in respect of the Works under the *Copyright Act 1968 (Cth)* or under the law of a country other than Australia.