

Edited by the European Institute of Education and Social Policy

Guest Editor Guidelines

Dear Guest Editor,

We are very pleased that you have accepted to prepare an issue of the European Journal of Education (EJE). EJE is a double-blind peer reviewed journal and was accepted in 2009 for the ISI Impact Factor rankings for the Education & Educational Research category.

EJE seeks high quality articles that link research, development and policy in all fields of lifelong learning and with a view to exploring and better understanding the consequences and outcomes of research in education, and to contributing to evidence-informed policy-making and implementation.

In order to ensure its smooth process to publication, we would be grateful if you would take note of the following guidelines. Please contact us if you wish to discuss further any of these points.

Proposals for thematic issues should be submitted to the Joint Editors, and should include a description of the proposed theme and areas to be explored in invited articles, the list of authors they are contacting for contributions (with short bios), along with the outline of their issue (about a 2-page presentation) including the theme of each article.

Once proposals of issues have been accepted by the EJE Editorial Board, we ask Guest Editors to:

1. Submit the confirmed list of authors they are contacting for contributions, along with the outline of their issue (about a 2-page presentation) including the theme of each article to the Joint Editors approximately one year before the proposed date of publication.
2. Send a final list of the articles which will be included and the abstracts six months in advance of the date for submission. You should plan for about 6–7 articles of 6000 to 7000 words for your thematic issue (Part I), i.e. a total of about 50,000 words. Part I can include one or two shorter thought pieces. If you would like to include longer articles or a longer issue, please contact us in advance because we also like to leave space in each issue for 2 or 3 articles on other topics, which appear in Part II.
3. Ensure that all authors have a copy of the Guidelines for Authors which we have sent you with these guidelines. It is very important that the guidelines are respected, especially in terms of the content of the articles as we wish to ensure as high quality as possible in the thematic dossiers. Please also ensure that all authors include a one-paragraph (200-250 words) abstract, together with five or six keywords for inclusion on the Wiley website.
4. As part of ensuring high quality issues of the journal, the guest editors have an important role to play in administering a double-blind peer review process for each article to be included in the thematic dossier. To document the process, a brief summary table (e.g. in EXCEL) of the contact information of the peer reviewers is sufficient. Alternatively, the process may be administered through the journal's ScholarOne platform, in coordination with the EJE editorial team.
5. The editorial team also has an important role to play in ensuring high quality issues of the

journal. We want to assist you as much as possible and so we prefer you to submit articles two months before the final submission date for the manuscript so that they can be read by a member of the Editorial Board or another reader. We envisage this last step as a ‘lighter review’.

6. If authors withdraw, or if you cannot find authors for particular topics you wish to include, please contact the Joint Editors as soon as possible so that the Editorial Board can be asked for suggestions of replacement authors.
7. For the issue to appear on time, it is important that we respect the publishing calendar. Please let us know in good time if you think that any articles may be delayed so that we can decide together about the best course of action.
8. If authors do not deliver their article by the deadline, we usually have a selection of unsolicited articles awaiting publication. However, where possible, we need to know three weeks before the submission date in order to contact the author and prepare the article for publication.
9. Concerning the Editorial, we recommend that guest editors draft a fairly short editorial (approx. 5–6 pages) presenting the issue overall along with the rationale and introduce the articles. Separately, you may also wish to consider including a full-length article, as well, which provides a more substantive overview.
10. Final articles should be sent by e-mail to Susan Wiksten (eje@eiesp.org). The full information you need on the length, format, etc. of articles is contained in the Guidelines for Authors.
11. The contact details including e-mail address of the authors are needed for correspondence.

We would like to thank you for your cooperation. During the preparation of your issue, please do not hesitate to contact the Joint Editors and/or the Assistant Editor in case of any problems and to keep us informed of progress.

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