

PALMETTO ADMINISTRATOR WRITING GUIDELINES.....

CONTENT: Each issue of the Palmetto Administrator has a theme and authors should write to the theme using the content guidelines listed in the call for articles. Non-thematic articles also accepted.

LENGTH: An article, including all references, charts, figures, and tables, should not exceed 12 double-spaced pages. Each page must be numbered.

TYPING: All text, including title, headings, references, quotations, figures and tables, must be typed and double-spaced with one-inch margins all around and size 12 or larger font.

FILE NAMES: When sending an article, photo or graphic, please label the attached files with the author or photographer's first and last name. For photos or graphics to go with articles, use the first and last name of the author followed by photo1, photo2, graphic 1, graphic 2, etc.

STYLE: Articles should be helpful to practicing K-12 and adult education administrators. Articles should be written in an informal, conversational style where the treatment of the topics is interesting, insightful, practical, and based on the writer's experience.

Theoretical or research papers are rarely published. However, when reporting research, writers should emphasize explanation and interpretation of the results rather than the methodology.

References must follow the style in the Publication Manual of the American Psychological Association (2010, 6th edition). Look at references cited in recent journal issues for examples. Articles will be returned if references are not in APA style.

COVER PAGE: on a page separate from the article, include the following information:

1. Title of the article.
2. The name of the theme issue for which the article is intended.
3. The date of submission.
4. For each author:
 - a. The author's name, complete mailing address, and phone number.
 - b. Present professional position.
 - c. In 25 words or less, describe background, areas of specialization, honors, major publications, etc.
 - d. Head shot of the author

ARTICLE: On the first page of the article, place the title of the article and an abstract of 25 words or less which describes the essence of the article. Do not include your name or any other identifying information. Begin the text on the next page.

FIGURES AND TABLES: Each table, chart, and figure should be numbered consecutively, labeled with the author's first and last name, typed on separate sheets, and attached to the end of the article. They must be referred to, in numerical order, in the text.

ILLUSTRATIONS: Photos, drawings, cartoons, and other illustrations are welcome. Authors are responsible for obtaining written permission and copyright release, if necessary; these should be included with submission. Please send as an attachment or file in jpeg format labeled with the author or photographer's first and last name. Attach captions for all photos labeled with the author or photographer's first and last name.

FORM: Please submit by e-mail as a Word Document to RyanB@scasa.org

MAILING ADDRESS: Articles, editorial correspondence, and questions about submission should be sent to:

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SC Association of School Administrators (SCASA)
1 Fernandina Court
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THE EDITORIAL PROCESS.....

REVIEW: All articles received are reviewed by the SCASA Publications Committee approximately two weeks after the published deadline date. Decisions regarding the publication of articles are made by the SCASA Publications Committee. The Committee reserves the right to reject material, solicited or otherwise, if it is considered lacking in quality or timeliness.

Notification of the status of the article will take place approximately three weeks after the published deadline date for the thematic issue for which the article is intended.

EDITING: The Palmetto Administrator reserves the right to make editorial changes in all articles to improve clarity, conform to style, correct grammar, and match available space. If your article is accepted, you will receive a release from the editor giving permission to edit.

In addition to featured articles, the Palmetto Administrator contains the following specialty departments:

PEOPLE AND PLACES: This department features news about SCASA members. You are encouraged to submit short items about promotions, retirements, deaths, and distinguished honors. Clear black & white or color photographs welcome.

RESOURCES: This expanded department features two-to-four paragraph summaries in the following categories:

ABSTRACTS: summary of new research;

MEDIA WATCH: educational programs, professional development opportunities and new videos;

BOOK REVIEWS: short reviews (300 words) of new books on school leadership issues.

ADVERTISING IN THE PALMETTO ADMINISTRATOR.....

If you know of a business or individual who would like to reach over 4,300 school leaders in South Carolina, tell the editor, Ryan Bailey, or have them contact us directly. We will send them information about advertising in the Palmetto Administrator magazine.