

European Journal of
EDUCATION
RESEARCH, DEVELOPMENT AND POLICY

Edited by
European Institute of Education and Social Policy (EIESP)

Notes for Guest Editors

Dear Guest Editor,

We are very pleased that you have accepted to prepare an issue of the *European Journal of Education*, which is a peer reviewed journal that was accepted in 2009 for the ISI Impact Factor rankings for the Education & Educational Research category. The European Journal of Education seeks high quality articles that link research, development and policy in all fields of lifelong learning with a view to exploring and better understanding the consequences and outcomes of educational research as a contribution to the evidence base for policy-making and its implementation as well as for practice.

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.

Once proposals of issues have been confirmed, we ask Guest Editors to:

1. Submit 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 to the Joint Editors one year before the planned 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. If you would like to prepare a longer issue, please contact us in advance because we have a page budget for the year and 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-Blackwell website.
4. As part of ensuring high quality issues of the journal, both the guest editors and the editorial team have an important role to play. 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.

5. 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 contacted for suggestions of replacement authors.
6. 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.
7. If authors do not deliver their article at the last moment, 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.
8. Concerning the Editorial, we recommend that guest editors draft a fairly short editorial (approx 5-6 pages) presenting the issue overall, the rationale and the articles and consider including a first article which provides a good overview of the theme that is dealt with.
9. Articles should be sent by e-mail to Christina Keyes (eje@eiesp.org). The full information you need on the length, format, etc. of articles is contained in the Guidelines for Authors.
10. 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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