HOW TO PUBLISH

"Journal of Educational Studies" editors strive to provide authors with an outstandingly efficient, fair and thoughtful submission, peer-review and publishing experience. Authors can expect all manuscripts that are published to be scrutinized for peer-review with the utmost professional rigor and care by expert referees who are selected by the editors for their ability to provide incisive and useful analysis. Editors weigh many factors when choosing content for "*Journal of Educational Studies"*, but they strive to minimize the time taken to make decisions about publication while maintaining the highest possible quality of that decision.

After review, editors work to increase a paper's readability, and thereby its audience, through advice and editing, so that all research is presented in a form that is both readable to those in the field and understandable to scientists outside the immediate discipline. Throughout this process, the editors of "*Journal of Educational Studies"* uphold editorial, ethical and scientific standards according to the policies outlined on the author and referee site as well as on our journal websites.

Editorial Process

The following sections summaries the journals' editorial processes and describe how manuscripts are handled by editors between submission and publication.

Initial submission

When you are ready to submit the paper, please use the online submission system for the journal concerned. When the journal receives your manuscript, it will be assigned a number and an editor, who reads the paper, seeks informal advice from scientific advisors and editorial colleagues, and compares your submission to other recently published papers in the field. If the paper seems novel and arresting, and the work described has both immediate and far-reaching implications, the editor will send it out for peer-review, usually to two or three independent specialists.

Peer review

The corresponding author is notified by e-mail when an editor decides to send a paper for review. The editors choose referees for their independence, ability to evaluate the technical aspects of the paper fully and fairly, whether they are currently or recently assessing related submissions, and whether they can review the manuscript within the short time requested.

Decisions and revisions

When making a decision about publication in the light of reviewers' comments, editors consider not only how good the paper is now, but also how good it might become after revision. When all the reviewers' comments have been received, the editors discuss a

manuscript among themselves and then write to the author. In this letter, the editor will either decline to publish your paper, or suggest that you revise it for resubmission, or offer to publish it without further revision. If the editor suggests revising your paper, he or she will provide specific suggestions, will state in the letter whether the revisions are major or minor, and whether further consultation with referees is likely when you resubmit the revised version.

Additional supplementary information is published with the online version of your paper if the editors and referees have judged that it is essential for the conclusions of the paper (for example, a large table of data or the derivation of a model) but of more specialist interest than the rest of the paper. Editors encourage authors whose papers describe methods to provide a summary of the method for the print version and to include full details.

After acceptance

Your accepted manuscript is prepared for publication by copyeditors (also called subeditors), who refine it so that the text and figures are readable and clear to those outside the immediate field; choose keywords to maximize visibility in online searches as well as suitable for indexing services; and ensure that the papers conform to house style. The copyeditors are happy to give advice to authors whose native language is not English, and will edit those papers with special care.