



PUBLICATIONS MANUAL

This manual outlines policies and procedures for the AERA parties involved in AERA's publications program: the Journal Publications Committee, the Books Editorial Board, the editors and editorial teams of journals, books, and other publications, the Central Office staff, and contributors to the various publications. In the table of contents, under "Information for Readership," please note three sections that are aimed at particular groups of readers:

- *Journal Publications Committee Members.* General policies for AERA journals, appeals and grievances, schedules for appointment of editors, and other policy information of interest to members of the Journal Publications Committee and other AERA policymakers and policy implementers.
- *Books Editorial Board Members.* General policies for AERA books.
- *Journal Editors.* Manuscript submission and review policies presented from the editors' perspective, policies on the use of intemperate language, appeals and grievances, transfer of editorship, and so forth.
- *Contributors.* Guidelines for manuscript style, submission and review policies from the authors' perspective, policies on the use of intemperate language, appeals and grievances, and so forth.

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Publications Program

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GENERAL INFORMATION ABOUT AERA'S PUBLICATIONS PROGRAM

INTRODUCTION

The American Educational Research Association (AERA) is the national professional organization dedicated to improving the education process through scholarly inquiry. AERA offers a comprehensive program of scholarly publications, training, fellowships, and meetings to advance education research, to disseminate knowledge, and to improve the capacity of the profession to serve the public good. Its 25,000 members are scholars, researchers, faculty, and students working in colleges and universities, in federal, state, and local agencies; in research institutions; and in private and nonprofit firms. The broad range of disciplines represented by the membership includes education, psychology, statistics, sociology, history, economics, anthropology, political science, and linguistics, among others.

The purposes of the AERA publications program are to foster research and disseminate results to members, professionals in related disciplines, educators, and society. AERA's code of ethics, *Ethical Standards of the American Educational Research Association* (1992; Strike, Anderson, Curren, van Geel, Pritchard, & Robertson, 2002), states that AERA journals "as a whole should be open to all disciplines and perspectives currently represented in the membership and which support a tradition of responsible educational scholarship" (Standard 1b, "Guiding Standards: Editing, Reviewing, and Appraising Research").

The *Ethical Standards* also state that "AERA journals should have written, published policies for refereeing articles" (Standard 2, "Guiding Standards: Editing, Reviewing, and Appraising Research"), and "written, published policies stating when solicited and nonrefereed publications are permissible" (Standard 3). AERA journals should also "publish statements indicating any special emphases expected to characterize articles submitted for review" (Standard 4). This Publications Manual is in compliance with these standards, by setting forth AERA journal and other publishing policies (Publications Committee, October 2003).

AERA Council determines all policies with respect to its journals and other publications, based on guidance from the Journal Publications Committee. The principles underlying the AERA publications program include the following:

- The publications of the Association encompass periodicals (including annuals), monographs, and books. Collectively, the purposes of AERA's publications are to provide an outlet for original contributions to education research, to communicate current developments in these fields, to offer means for the periodic or occasional critical evaluation and synthesis of the cumulating literature in the more active fields of education research and development, and to make possible among the members of the education research and development enterprise up to date communication of matters of general intellectual, policy, and professional interest.

- All scholarly publications of AERA are sponsored by and under the auspices of the entire Association. In accord with this principle, the interests of Divisions and Special Interest Groups (SIGs) are limited to member-oriented newsletters.
- New publications can be considered by the Association at the recommendation of any person, constituency, or governing unit of AERA. Criteria for creating new publications include standards of scholarship, feasibility, consistency with the financial resources of AERA, and the organization's need to represent the varied disciplines and special interests within the field (see "[Book Publications Policy](#)" and "[New Journals](#)" sections).
- As a publisher of books, the AERA exercises the right of first refusal for all book products produced under the aegis of AERA, its programs, or its grant support.
- The total array of the publications of the Association shall be actively monitored by the Journal Publications Committee for their scholarly quality, their responsiveness to new developments, and their comprehensiveness as a set in representing the whole range of the field.
- All policies governing activities associated with the publication of AERA journals and journals published under the aegis of AERA are to be made available to the public.
- Council reaffirms its 1986 ruling that it sets all policies for AERA journals generally and for each journal published under AERA's aegis and that AERA journals operate and make decisions on the basis of those policies.

(Publications Committee, January 1986; Council, February 1986; Council, June 2004)

AERA PUBLICATIONS

PERIODICALS

AERA journals are open-submission journals, the content of which is peer-reviewed. In addition to accepting open submissions, journal editors may also encourage certain authors to submit their work and occasionally also formally solicit manuscripts that are also peer-reviewed.

AERA Open, established in 2014, is a peer-reviewed, open access online journal published by the American Educational Research Association (AERA). With an emphasis on rapid review and dissemination, *AERA Open* aims to advance

knowledge through theoretical and empirical study across arenas of inquiry related to education and learning. *AERA Open* emphasizes publishing scientific and scholarly work that adds to knowledge incrementally and cumulatively. *AERA Open* also serves as a venue for innovation, novel inquiry and ideas, interdisciplinary bridge building, and research that fosters the connection of research to practice and practice to research.

The *American Educational Research Journal* (*AERJ*, bimonthly, begun in 1964; approximately 960 pp./volume year) features articles that advance the empirical, theoretical, and methodological understanding of education and learning. It publishes original peer-reviewed analyses that span the field of education research across all subfields and disciplines and all levels of analysis. It also encourages submissions across all levels of education throughout the life span and all forms of learning. *AERJ* welcomes submissions of the highest quality, reflecting a wide range of perspectives, topics, contexts, and methods, including interdisciplinary and multidisciplinary work. Manuscripts *not* appropriate for submission to this journal include essays, reviews, course evaluations, and brief reports of studies to address a narrow question.

Educational Evaluation and Policy Analysis (*EEPA*; quarterly, begun in 1979; approximately 704 pp./volume year) publishes scholarly manuscripts of theoretical, methodological, or policy interest to those engaged in education policy analysis, evaluation, and decisionmaking. *EEPA* is a multidisciplinary policy journal and considers original research from multiple disciplines, theoretical orientations, and methodologies.

Educational Researcher (*ER*, nine times per year, begun in 1971; approximately 432 pp./volume year) is received by all members of AERA. It contains scholarly articles that are of general significance to the education research community and that come from a wide range of areas of education research and related disciplines. *ER* aims to make major programmatic research and new findings of broad importance widely accessible. *ER* encourages submissions of three types of research articles—feature articles, reviews/essays, and briefs. Technical comments may also be submitted. In addition, *ER* publishes commentary articles under the demarcations of policy forum, letters, and books et al.

Council had provided or modified over time decisions for the recognition of deceased members. In 2005, Council, at the recommendation of the Ad Hoc Committee on Recognition of Deceased Members, Council returned to the Executive Board the responsibility for determining which deceased Association members should receive full-length obituaries in *Educational Researcher*. Council also indicated that the *AERA Highlights* section of *Educational Researcher* be made available for “brief” obituaries for any member of the Association and delegated implementation to the Executive Director (Council, January 2005).

The *Review of Educational Research* (*RER*, bimonthly, begun in 1931; approx-

imately 960 pp./volume year) publishes critical, integrative reviews of research literature bearing on education. Such reviews should include conceptualizations, interpretations, and syntheses of literature and scholarly work in a field broadly relevant to education and education research. *RER* encourages the submission of research relevant to education from any discipline, such as reviews of research in psychology, sociology, history, philosophy, political science, economics, computer science, statistics, anthropology, and biology, provided that the review bears on education issues. *RER* does not publish original empirical research unless it is incorporated in a broader integrative review. *RER* will occasionally publish solicited, but carefully refereed, analytic reviews of special topics, particularly from disciplines infrequently represented.

The *Journal of Educational and Behavioral Statistics (JEBS)*, bimonthly, begun in 1976; approximately 768 pp./volume year) sponsored jointly with the American Statistical Association, provides an outlet for papers that develop original statistical methods useful for the applied statistician working in education or behavioral research. Typical papers will present new methods of analysis. In addition, critical reviews of current practice, tutorial presentations of less well known methods, and novel applications of already known methods will be published.

Review of Research in Education (RRE), published annually, provides a forum for analytic research reviews on selected education topics of significance to the field. Each volume addresses a topic of broad relevance to education and learning, and publishes articles that critically examine diverse literatures and bodies of knowledge across relevant disciplines and fields. *RRE* volumes advance the state of the knowledge, promote discussion, and shape directions for future research.

BOOKS

AERA also has a long history of publishing books. AERA's book publishing program is currently guided by a policy adopted by Council in June 2004 (see "[Book Publications Policy](#)"). Books recently published by AERA or by a partner publisher are listed in the Books section of the AERA website.



INFORMATION FOR READERSHIP

Journal Publications Committee Members

JOURNAL PUBLICATIONS COMMITTEE POLICIES AND PROCEDURES

The Journal Publications Committee, created in 1966 from a Council appointed subcommittee, monitors the journals program, codifies editorial policies, and makes long range recommendations to the Council, which relies heavily on the input and recommendations of the Journal Publications Committee. However, the Council sets all policies for AERA journals generally and for each journal published under AERA's aegis, and AERA journals operate and make decisions on the basis of these policies (Council, June 2004; Council, February 2011).

The Committee consists of six members (Council, 1988); two new members are appointed each year, by the AERA President, to serve a term of three years. Every two years, one of the two incoming members is appointed as Chair Designate, to assume the (two-year) Chair position the following year, at the end of the incumbent chair's term of service. A major responsibility of the Committee is the drafting of slates for editorial appointments by the President. The Committee also advises new editors on the composition of their editorial boards. By working with editors and others who make suggestions for the publications program, the Committee establishes workable procedures to maintain high quality publications, responsive to the diverse needs of the membership.

In addition, therefore, to its advisory role, the Journal Publications Committee has a responsibility to think globally about the spectrum of AERA publications. The Committee, considering the needs of the varied constituencies represented within the Association, examines

- how well the publications program as a whole serves the profession, guarding against gaps and redundancies in subject matter coverage, and
- how well each publication lives up to its mission.

The Committee does not review specific manuscripts. Manuscripts appropriate for journals are submitted directly to journal editors. Manuscripts for books are submitted to the Books Editorial Board. The Journal Publications Committee may provide advice to individuals or groups uncertain about AERA publications or other publishing outlets in education research. Such advice may be in the form of AERA workshops or sponsored sessions.

At each Annual Meeting, the Committee sponsors an Open Journal Publications Committee Meeting, focusing on a topic of general interest. It also sponsors a Council of Editors session, to which editors of AERA and other journals who are attending the Annual Meeting are invited to join in a discussion of common interests and concerns.

The Journal Publications Committee meets at least twice yearly: in the fall

and at the Annual Meeting, depending on the amount of business before it. Editors of periodicals and occasional publications are requested to attend the Journal Publications Committee meeting at the Annual Meeting. Editors' participation in an advisory capacity is an important contribution to Committee deliberations. A portion of each Journal Publications Committee meeting is devoted to reviewing annual and semiannual reports from all editors. Forms for the Journal Editor's Report to the Journal Publications Committee (see Appendix) are completed and submitted by editors prior to the meetings and include brief status summaries of topics such as manuscript submissions, solicitations, backlogs, and any problems or unusual developments in the editorial operation. Moreover, the chair of the Journal Publications Committee, in a liaison role with editors of each of the AERA journals, contacts editors regularly to discuss the status of the publications and matters of current concern.

Because of the importance of ensuring complementarity and coordination between the books and journals programs, the Books Editorial Board chair and the Journal Publications Committee chair will meet no less than once a year, along with the Executive Director (Council, February 2011).

The Journal Publications Committee considers and approves proposals for special sections or special issues of journals prior to their publication. The criteria for review are quality; journal suitability; and review procedures for evaluating papers. Additional expenditures projected for the approved special section or special issue must be submitted to Council in advance of publication for review and approval (Council, June 2004).

The *JEBS* Management Committee acts in the Journal Publications Committee's stead for *JEBS* in every regard. AERA staff keeps the Journal Publications Committee advised on *JEBS*'s operations and the Management Committee's work. The Management Committee consists of three members appointed by the AERA President, three members appointed by the American Statistical Association (ASA), and a chair jointly appointed by the AERA President and ASA. Management Committee terms are for three years, and reappointment for a second term is allowed. The *JEBS* Management Committee makes recommendations for the *JEBS* editorship to the AERA President and to ASA, which jointly appoint the *JEBS* editor(s) (Council, February 2011).

Conflicts of Interest

Committee Deliberations

The Journal Publications Committee observes conflict of interest rules in its deliberations. In the consideration of editor candidates, members of the Committee recuse themselves if a familial or personal relationship or institutional affiliation creates a biasing conflict. The conflict of interest guidelines are as follows

(Publications Committee, August 2004):

Committee members will not participate in evaluation of applications from their own institutions. Members will also not evaluate applications in cases where they have co-published articles or volumes with applicants, or in cases where they are currently collaborating with applicants in directing projects jointly or have done so within the past five years. A member will also not evaluate an application if he or she chaired the doctoral committee of that candidate. Any committee member may additionally declare a conflict based on any positive or negative judgments that the committee member determines are sufficiently strong to be biasing. Committee members with conflict of interest will not be included in Committee discussions of applications where these conflicts arise. Committee members may be present during stages of decisionmaking when ranking of applications occurs but may not participate in ranking those applications or comment on the ranking of those applicants.

Benefiting from Position

Members of the Journal Publications Committee may not be seen as being in a position to profit from the use of confidential information to which they have had access because of their service on the Committee. Thus, should privileged information regarding a particular article or publication (e.g., the discussion of a grievance, or the review of a controversial editorial decision) come before the Committee, members of the Committee shall not speak or write directly in an independent capacity (e.g., by publishing a critique) about the article or publication in question (Publications Committee, April 1995).

Confidentiality of Deliberations

The submission of an application for an editorship is a confidential process as is the Committee's consideration of applications. Committee members should not discuss applications or the outcome of the Journal Publications Committee's deliberations or recommendations with any person outside of the Committee or any Committee staff (i.e., Executive Director and Director of Publications). Recommendations and rankings to the AERA President are confidential communications (Publications Committee, August 2004).

AERA Council approves the Journal Publications Committee conflict-of-interest policies as part of Council's approval of Association-wide conflict-of-interest policies (Council, January 2008). Situations not covered by the above policy are understood to be covered by the Association-wide policy.

AERA *Ethical Standards*

Members of the Journal Publications Committee are expected to be familiar with and follow all of AERA's *Ethical Standards* (found in the Appendix), especially the Guiding Standards IV: Editing, Reviewing, and Appraising Research (Publications Committee, October 2003).

Involvement of a Member of the Journal Publications Committee in Other Major Publications-Related Activities/Offices

Service as an editor of an AERA journal: A member of the AERA Journal Publications Committee is not eligible to serve as editor, coeditor, or associate editor of an AERA journal during her/his tenure on the Journal Publications Committee.

Service as a member of an editorial advisory board/committee for an AERA journal: A member of the AERA Journal Publications Committee is eligible to serve on an editorial advisory board/committee for an AERA journal during her/his tenure on the Journal Publications Committee. In the case that a conflict of interest should arise during an individual's term on the Journal Publications Committee and simultaneously on a journal advisory committee, the individual will recuse himself or herself from all deliberations on that issue. Individuals in this position who believe that they may be faced with a conflict of interest should consult with members of the committees/boards involved to determine the extent to which such a conflict exists and whether or not the individuals should recuse themselves from participation in one or either bodies with regard to the issue in question.

Publishing in AERA journals: Members of the AERA Journal Publications Committee will be eligible to submit manuscripts that they have authored or coauthored for consideration for publication, subject to normal peer review (Publications Committee, October 1996).

APPOINTMENT OF EDITORS

New editors of AERA publications are selected as follows:

1. A call for nominations for new editors of a journal is placed in the *Educational Researcher*, on the AERA website (www.aera.net), and in that journal for which an editor is being sought. Nominees are asked to submit a curriculum vita (CV), a letter of interest, and a statement indicating plans for implementing inclusive practices and fostering diversity during the editorship.
2. AERA members may nominate themselves or any of their colleagues by

submitting a letter to the Journal Publications Committee (via the AERA Director of Publications). The Journal Publications Committee will solicit nominations from the Council, former and current editors, and other AERA members.

3. AERA seeks editors with demonstrable research and publications track records and leadership experience in the field that would qualify them to assume responsibilities for editing AERA peer-reviewed journals of the highest quality. In most instances, an editor application would be advanced by full professors or the equivalent in other research settings (Council, April 2019).

4. These names and others (including suggestions from the President and Council) are discussed by the Journal Publications Committee, which produces a list of nominations for the President's consideration.

5. The submission of an application for an editorship is a confidential process as is the Publication Committee's consideration of applications. Committee members should not discuss applications or the outcome of the Journal Publications Committee's deliberations or recommendations with any person outside of the Committee or Committee staff (i.e., Executive Director and Director of Publications). Recommendations and rankings to the AERA President are confidential communications (Publications Committee, August 2004).

6. The President then may select from this list, or may request that the Journal Publications Committee make additional nominations, but is not limited to these recommendations. It is recommended, to provide full lead time for new editors, that a President Elect be ready to make appointments as soon as he or she takes office.

(Publications Committee, January 1986; Council, February 1986, April 2019)

The President will not appoint as editor a Council member or an editor or associate editor of another AERA journal, if there would be an overlap in terms (Council, February 2011).

No President may make more than three editorial appointments during his or her term except in the case of an unanticipated editorial vacancy (Council, June 2004).

In general, the Journal Publications Committee begins to consider candidates for new editorships 18-21 months in advance of the new editor's first issue. Approximately 15 months in advance, the Journal Publications Committee reviews the nominations and letters of interest and makes more than one nomination for

editor to the new President or President-elect. The President or President-elect then makes an appointment for the editorship (Clarification, Council, June 2004).

No AERA Council member may serve as an editor or associate editor of an AERA journal and as a member of Council simultaneously. Editors and associate editors of AERA journals are not eligible for nomination in elections for AERA Council if a successful outcome would result in the individual's having to resign as editor to avoid a situation of dual responsibility (Council, April 2005).

Members of the AERA Council are not eligible for appointment as editors or associate editors of AERA publications if the appointment would create dual responsibilities, causing them to resign from the AERA Council. The Nominations Committee, divisional nominations committees, and the Journal Publications Committee are instructed to observe this policy in executing their responsibilities for these elected and appointed positions (Council, April 2005).

TRANSFER OF EDITORSHIP

If an incoming editor wishes to change the statement of purpose or review procedures, he or she may present a request to the Journal Publications Committee. Matters of policy must be approved by Council based on recommendation from the Journal Publications Committee (Council, June 2004).

To ensure a smooth transition, editors nearing the end of their terms are urged to pay particular attention to their backlog of manuscripts that would necessitate publishing past their tenure, especially (a) manuscripts that are out for review, and (b) manuscripts to which the outgoing editor has requested revisions in either of the following categories: (1) Conditional acceptance, and (2) rejection with encouragement to resubmit. It is important to specify a transition plan that avoids duplication of effort at this stage of the process. Any problems about disposition of manuscripts that the outgoing and incoming editors are unable to resolve may be referred to the Journal Publications Committee. To safeguard against any possibility that a submission can "fall between the cracks" during a transition, there should be a clear understanding between outgoing and incoming editors regarding a cutoff date. It will be the responsibility of the outgoing editor to communicate with the author of any manuscript received before this date regarding the manuscript's disposition/publication, and that of the new editor for any manuscript submitted after this date. The detailed logs that editors keep for tracking manuscripts and recording their status should be particularly useful to both editors during the transition phase.

As soon as a new appointment is made, notice will be carried in the appropriate periodical and on the AERA website to redirect manuscripts to the editor-elect.

PUBLICATION OF ARTICLES PREVIOUSLY PRODUCED AND DISTRIBUTED IN PRINT OR ON THE INTERNET AS TECHNICAL REPORTS, SERIES, OR PREPRINTS

AERA journal editors should consider for publication only manuscripts whose latest version has not been published in print or online elsewhere. Dissemination of earlier versions at conferences or meetings or in online repositories does not constitute prior publication (Council, February 2011).

NEW JOURNALS

New journals (including annual periodicals) can be considered by the Association at the recommendation of any person, constituency, or governing unit of AERA. A proposal for a new journal should be sent to the Journal Publications Committee, which will in turn recommend a course of action to the Council. Any such proposal should demonstrate that:

1. The level of conceptual and technical development in the area is consistent with the standards of scholarship for AERA;
2. Addition of this journal would enhance the comprehensiveness of AERA's array of publications in representing the purview of education research;
3. It would be of interest to a sizable range of readers, not just a minor constituency;
4. There is a sufficient body of high quality scholarly work seeking an outlet;
5. The new journal would not be competing with long standing prestigious journals outside the organization for the best work in the field;
6. There would be no contractual problems in pursuing publication.

After considering a specific proposal, the Journal Publications Committee could recommend to the Council that:

1. A new journal be established;
2. One or more current journal(s) be expanded;
3. The proposal be developed;
4. An external outlet be found;

5. The concept be rejected; or
6. The proposal be adopted with alternative funding.

(Publications Committee, January 1986; Council, February 1986)

PUBLICATIONS BY SUBUNITS OF AERA

All scholarly publications of AERA are sponsored by and under the auspices of the entire Association (Publications Committee, January 1986; Council, February 1986). AERA exercises the right of first refusal for all book products produced by subunits of AERA (Council, June 2004).

In 1974, Council endorsed the following policies, as recommended by the Journal Publications Committee:

1. No archival publication is to bear the name of AERA without prior approval of the officers and Council of AERA upon application through the Journal Publications Committee;
2. Any archival publication of a subunit of the Association that does not receive such approval must carry prominently on its masthead a legend indicating that it is not an official publication of AERA;
3. Any publication of a subunit of the AERA that is now in existence and bears the name of the Association must at once apply to Council through the Journal Publications Committee for permission to continue to use the name of the Association;
4. Any subunit of the Association which issues publications of any kind must send promptly to the Association Central Office every issue of any such publication if it is to maintain its good standing within the Association (Council, December 1974).

GRIEVANCE PROCEDURES

Authors who believe that their manuscripts were not reviewed in a careful or timely manner and in accordance with the American Educational Research Association's procedures should call the matter to the attention of the Chair of the Journal Publications Committee, Association's President, or Executive Director (Publications Committee, April 1979; Council, June 1979).

A grievance is defined as a conflict between an individual (or group) and an editor (or editorial board) that cannot be resolved by these people, and that con-

cerns an AERA publication in some way.

When a grievance is brought to the attention of the Journal Publications Committee or its representative by the Association President, the Executive Director, the person filing the grievance, or by some other means, the initial response of the Committee or its representative will be to determine whether a conscientious effort has been made by the parties involved to resolve the disagreement. The Committee or its representative will involve itself in attempting to resolve those conflicts that cannot be successfully resolved by the editor and the person filing the grievance. The procedure will be as follows:

1. The person (or persons) filing a grievance will be requested to prepare a statement that describes the nature of the problem, with supporting rationale and documentation.
2. The editor or other person whose actions or decisions have precipitated a grievance will also be asked to describe the problem, with supporting rationale and documentation.
3. The Committee or its representative will review the documentation, try to sort through the issues involved, and determine whether additional information is needed.
4. Additional data will be collected, if needed, and distributed to Committee members.
5. The Committee or its representative will differentiate between procedural issues and substantive ones.
6. In trying to reach fair and equitable decisions, the Committee or its representative will:
 - a. Define the problem (or problems) clearly.
 - b. Consider the opposing positions and the supporting information for each position. The data will be viewed within the framework of the goals of AERA, and the purposes of each journal, and with respect for the rights and views of all persons involved.
 - c. Weigh the evidence and make a decision. In some instances, the Committee or its representative may wish to collect additional data and meet with the persons involved prior to reaching a decision.
7. When a representative of the Journal Publications Committee deliberates on grievances, the substance of those deliberations shall be reported to the Committee.
8. The Committee will recommend to the Association President and the

Executive Director a response to the persons involved in the grievance.

Operating rules followed by the Committee or its representatives will include the following:

1. All grievance cases will be treated confidentially. The Committee or its representative will share information only with the persons involved, the Association President, and the Executive Director.
2. The Committee or its representative will proceed with care and respect for all persons involved.
3. The Committee or its representative will respect the rights and privileges of the editors to exercise professional judgment within the Association's policies and guidelines.
4. The Committee or its representative will try to resolve problems quickly, while at the same time ensuring that each case receives a thorough examination of all relevant issues.
5. The Chair of the Committee may appoint an ad hoc committee to make recommendations to the Journal Publications Committee.

(Publications Committee, September 1980)

CONTENT OF ARTICLES AND RESPONSES TO CONTENT

Intemperate or Argumentative Content of Manuscripts

The scholarly publications of AERA embody the principles of openness, rigorousness, and thoroughness that are essential for reporting high quality theoretical and empirical research. These publications are intended to carry manuscripts that can stand alone on the merits of the research that is being reported, and typically they do not carry rejoinders and counter rejoinders. Occasionally, authors take sharp issue with work reported by other scholars. Such criticism is not discouraged unless it is intemperate and is judgmental or argumentative without adequate substantiation. It is important that editors exercise vigilance in ensuring that authors who criticize the works of others provide strong substantiation or justification for such criticism through (a) a reasonably detailed and accurate statement of the theoretical position or research conclusion being criticized that is congruent with its totality in either quoted or paraphrased form, with the citation of the reference and page number(s); and (b) a reasoned set of explicit arguments that specify how, in what ways, and by what criteria the position or conclusion in question is considered to be inadequate (Publications Committee, April 1979).

Right of Reply

The right of reply policy encourages comments on recently published articles in AERA publications. They are, of course, subject to the same editorial review and decision process as articles. If the comment is accepted for publication, the editor shall inform the author of the original article. If the author submits a reply to the comment, the reply is also subject to editorial review and decision. The editor may allot a specific amount of journal space for the comment (ordinarily about 1,500 words) and for the reply (ordinarily about 750 words). The reply may appear in the same issue as the comment or in a later issue (Council, June 1980).

If an article is accepted for publication in an AERA journal that, in the judgment of the editor, has as its main theme or thrust a critique of a specific piece of work or a specific line of work associated with an individual or program of research, then the individual or representative of the research program whose work is critiqued should be notified in advance about the upcoming publication and given the opportunity to reply, ideally in the same issue. The author of the original article should also be notified. Normal guidelines for length and review of the reply and publication of a rejoinder by the original article's author(s) should be followed. Articles in the format "an open letter to . . ." may constitute prototypical exemplars of the category defined here, but other formats may well be used, and would be included under the qualifications for response prescribed here (Council, January 2002).

Complaints about Published Articles

In the event that an article published in an AERA journal prompts an unusual degree of concern and/or complaint, the following operating procedure will be used and clear lines of communication will be followed: When a complaint is received by the AERA President or Executive Director, the Journal Publications Committee Chair will be notified about the concerns and the Chair will work directly with the editors who were responsible for that particular manuscript in order to: (1) determine whether AERA policies were followed, and (2) formulate an appropriate response to the mutual satisfaction of the editor and complainant. If needed, the Publications Chair will notify Executive Director about the complaint if it comes directly to the Chair and will keep the Executive Director informed and work in consultation with her/him as the process unfolds. In the event that the relevant editors and Publications Chair cannot resolve an issue, the matter will be brought before the whole Journal Publications Committee for deliberation. Were the Chair of the Journal Publications Committee and the Executive Director to determine that an issue cannot be resolved, including by the Journal Publications Committee, the matter would be referred to the President of AERA for her/his resolution (including, as necessary, in consultation with the Executive Board) (Council, June 2002).

Disclaimer for Journals and Books

The American Educational Research Association (AERA) publishes books and journals based on the highest standards of professional review to ensure their quality, accuracy, and objectivity. Findings and conclusions in publications are those of the authors and do not reflect the position or policies of the Association, its Council, or officers (Council, June 2004).



Books Editorial Board Members

BOOK PUBLICATIONS POLICY

The American Educational Research Association seeks to serve as a publisher of books of excellence and importance to the education research community, and to practitioners and policymakers interested in education research. Books published under the auspices of AERA and its publishing program meet the quality standards of the Association based on peer review. These publications reflect the views of the authors and editors, and not necessarily those of the Association or its governing Council. AERA publishes works to advance knowledge, to expand access to significant research and research analyses and syntheses, and to promote knowledge utilization. In concert with its mission to promote scholarship, AERA seeks to be an affordable publisher.

The Association publishes authored and edited books, including handbooks. Typically the Association publishes edited volumes of original works of authors, but the Association also considers the publication of reprinted materials related to a specific research topic, issue, or theme (e.g., a book on a subject derived from AERA journal articles) or the publication of research monographs. Also, AERA considers publishing revised editions of previously published work either on a routine basis (with certain essential resource works) or as need and demand commend. Revised editions of works also require de novo review as provided in the following discussion of review procedures.

Key to the Association in making publishing decisions are informed judgments about: (a) the need for such a publication; (b) the breadth of interest of the content across and beyond AERA; (c) the marketability to individuals, libraries, and organizations; (d) consistency with the financial resources of AERA; and (e) potential profitability to AERA. While the Association is a small publisher with the capacity to publish only a limited number of books, it seeks to maintain an open process for entertaining possible book projects, considering affordability as well as profitability in publishing scholarly works. Association policy permits publication of books in print or in electronic form, or both. Also, it permits publication of works independently or through contractual arrangements with dedicated publishers.

Within the general framework of resources and decisionmaking provided by AERA Council, decisions on book publications rest with a Books Editorial Board. Decisions on activities that fall outside the scope of the proposed policy will be made by Council. The Council provides oversight to the Books Editorial Board and in some instances, as specified below, provides substantive guidance on AERA's books program. In addition to submissions from individuals, proposals for book projects may be submitted to the Books Editorial Board by Divisions, SIGs, Committees, or other AERA groups, or they may emanate from members of the Journal Publications Committee, members of Council, or the Books Editorial

Board itself. Experience suggests that many proposals will come from individuals who wish to serve as editor(s) or author(s) of a work. However, individuals who conceive of a book project of strong merit, but who are themselves not seeking to serve as editors, may also advance proposals for consideration. In these instances, if the Books Editorial Board finds the proposal worth pursuing, the Board will issue a call for proposals for potential editor(s) who will then submit a prospectus for review and approval.

In keeping with its publishing objectives, AERA may determine to undertake a book series or collection of works (multiple volumes). Proposals for such projects may emanate from Council, the Executive Director, the Journal Publications Committee, or the Books Editorial Board itself, but such projects need to be reviewed and approved by the Council prior to their being undertaken. Finally, as a publisher of books, the AERA exercises the right of first refusal for all book products produced under the aegis of AERA, its programs, or its grant support.

Proposals for publication of books or collections of works may come in the form of a prospectus (according to the guidelines presented below) or as a manuscript of representative chapters or as a completed work. A formal review is required whatever the stage of submission. Conflict of interest rules will be followed in the review of proposals.

As noted at the outset, publication of a work by the Association does not constitute an endorsement of the contents of the work. On rare occasion, AERA Council may undertake projects in keeping with their distinctive role and formally approve of the contents (e.g., a code of ethics). In such instances, AERA Council will review and approve of the publication of a specific work, and the publication will make clear that the work has the endorsement of the Association, in place of the customary disclaimer that a work does not reflect the views of the Association.

Nothing in this policy should be interpreted as endorsing an expansion of AERA's book publications program. The scope of book publications under this policy will be determined by Council in response to a budget request and publishing plan submitted by the Journal Publications Committee (Council, June 2004).

Key Elements of the Books Publishing Program

- The AERA books publishing program aims to publish affordable works that advance knowledge, expand access to significant research and research analyses and syntheses, and promote use. While scholarly associations like AERA are small publishers in comparison to dedicated university-based or commercial publishers, they serve an essential role in promoting scholarship and improving policy and practice. The books program and the revenue it generates are fundamental to achieving AERA's mission to advance scholarly communication and dissemination of

research knowledge.

- The books publishing program is guided by a Books Editorial Board that operates under the aegis of the AERA Council.
- It is the responsibility of the Books Editorial Board to propose a publishing program and related resource request to AERA Council. The program is expected to generate positive revenue for the Association over any four-year period and in any event cannot exceed the resources allocated by Council.
- The Executive Director has responsibility for the financial planning and management aspects of AERA's publishing program, including contractual arrangements with external publishers.
- Council has responsibility for approving an allocation for a publishing program based on a vision and rationale, budget request, and management plan; for reviewing the performance of the program; and for making any changes in resource allocation that it deems appropriate. Council may also review and approve of proposals for individual book projects not otherwise anticipated in any general publishing plan as long as those proposals were reviewed and approved by both the Books Editorial Board and the Journal Publications Committee.
- The Books Editorial Board through its Chair and the Executive Director has responsibility for receiving proposals, for answering queries or interacting with others considering proposals, and for preparing proposals for review by the Books Editorial Board.
- The Books Editorial Board serves as the board of advisors for books and book series; the Board has responsibility for reviewing and approving book proposals, including, where necessary, the selection of editor(s) for volumes of multiply-authored or edited works; the Books Editorial Board may seek additional expert review in making a decision if it should conclude that such additional review is essential.
- The Books Editorial Board can accept proposals (including proposals that may be developed to the point of having chapters) for publication if they are within the publishing plan and resources previously approved by Council or if the research volumes do not require financial investment by the Association. If the Board wishes to pursue a books project or proposal that would involve an encumbrance for the Association outside an agreed-upon plan, Council has responsibility for reviewing a recommendation from the Books Editorial Board from the vantage of the business plan and resource request (that is, not to undertake an additional substantive review

as to whether to publish a volume).

- All proposals for book *series*, as distinct from individual books, must be reviewed by both the Books Editorial Board and the Journal Publications Committee and approved by Council prior to acceptance, since book series involve multiple volumes and potentially out-year commitments and have a “trademark” and continuity over time more like a journal.
- The Chair of the Books Editorial Board and the Executive Director have oversight responsibility for book projects, including book series, once these projects have been accepted and an editor selected for the work by the Books Editorial Board.
- The Chair of the Books Editorial Board and the Executive Director identify reviewers for each manuscript upon submission of the final manuscript, at least one member of the Books Editorial Board serves as reviewer of book manuscripts in addition to external reviews, all reviews and the manuscript are considered by the Books Editorial Board prior to publication. Approval of manuscripts by the Books Editorial Board is required before proceeding with publication.
- Council may determine to publish a work that represents the views of the Association (e.g., code of ethics) or are institutional products (e.g., publications style guide). These products are only reviewed to the extent sought by Council and the published volume shall indicate that these works represent the view or guidance of the Association through its Council. (The usual disclaimer will be removed with such volumes.)
- Because of the importance of ensuring complementarity and coordination between the books and journals programs, the Books Editorial Board chair and the Journal Publications Committee chair will meet no less than once a year, along with the Executive Director.

(Publications Committee, May 2004; Council, June 2004; Council, January 2009; Council, February 2011)

Books Editorial Board Membership

The Books Editorial Board consists of eight members appointed by the Association president, one of whom serves as Chair, and the Executive Director. Two new members are appointed each year, by the AERA President, to serve a term of four years. Every two years, one of the two incoming members is appointed as Chair Designate for two years, to assume the Chair position the following two years, at the end of the incumbent chair’s term of service (Council, February 2011).

CONFLICTS OF INTEREST

Members of the Books Editorial Board are precluded from submitting book projects for consideration by the Books Editorial Board and also from being an author on a book project submitted to or accepted by the Board for publication by AERA. This policy ensures that the AERA Book Publications Program operates free of the reality or perception of Board members' benefiting from their roles on the Board.

This policy extends to all books under consideration by or in production for AERA publication. These conflict rules govern Board members' involvement in any AERA book, and also they preclude the resignation of a Board member in order to submit a proposal for consideration of a possible project during what would have otherwise been her or his term as a Board member. The reason for precluding resignation in order to allow the submission of a proposal flows from the basic conflict rule; that is, that no member of a Board or deliberative body should benefit from service or from an attenuation of service and that the possibilities of real or perceived undue influence of the remaining Board members would constitute a conflict.

One exception to the conflict rule presents itself: AERA has in place a right of first refusal for potential book projects emanating from AERA projects, activities, initiatives undertaken on behalf of the Association. It is understood that members of the Books Editorial Board may be in that situation with respect to prior or ongoing work. In most instances such projects may be known in advance as intending to produce books, and AERA Presidents making appointments to the Board are asked to avert such appointments and the conflict between competing principles under which the Books Program operates (i.e., conflict rules and the right of first refusal).

In the rare case when such a conflict of principles might present itself without prior knowledge of any of the parties, the spirit and intent of the conflict-of-interest policy is to mitigate the appearance or reality of a conflict. Accordingly, in considering such volumes, the Books Editorial Board would not be involved in the review of proposals and subsequent review of volumes. Instead, the Chair of the Books Editorial Board and the Executive Director would handle the review of book proposals and of subsequent manuscripts through the use of ad hoc expert reviewers. In the event that both of these individuals have such a conflict, the Chair of the Journal Publications Committee would be asked to preside over the ad hoc review. The Books Editorial Board would be kept informed about the status of the project, but the Board would not participate in the review or recommendation of such volumes or in any other deliberation (Council, January 2008).

AERA Council approves the Books Editorial Board conflict-of-interest poli-

cies as part of Council's approval of Association-wide conflict-of-interest policies (Council, January 2008). Situations not covered by the above policy are understood to be covered by the Association-wide policy.



Journal Editors

EDITORIAL POLICIES AND PROCEDURES

The editors of AERA publications fill an important role. Under their auspices, the results of disciplined inquiry are disseminated and become part of the education research literature for which the Association is recognized. Editors, with assistance from referees, associate editors, and an editorial board, strive to publish scholarly and technical material of the highest quality.

Editorships typically consist of 1 or 2 but no more than 3 editors, with additional breadth possible through the use of associate editors (Council, February 2011).

AERA editors report to the Journal Publications Committee, which is directly accountable to the Council for the Association's various publications. The Council sets all policies for AERA journals generally and for each journal published under AERA's aegis, and AERA journals operate and make decisions on the basis of those policies. All policies governing activities associated with the publication of AERA journals and journals published under the aegis of AERA are to be made available to the public (Council, June 2004).

Editor(s) and associate editor(s) of an AERA journal (including an annual periodical) may not submit manuscripts for consideration to that journal within the term of their editorship. This policy pertains to special issues or any form of authorship or co-authorship. It is allowable that a manuscript under consideration before the editor/associate editor accepted the appointment continue to be reviewed and acted upon, adhering to conflict of interest rules in the handling of the manuscript. If the manuscript is accepted, a note would be added indicating that the manuscript was submitted before the editor/associate editor commenced their terms (Publications Committee, December 2013; Council, January 2014; Council, June 2016).

Editors may on rare occasions publish an editorial in the journal for which they have authority to accept manuscripts, as long as the editorial relates to the journal's mission and purposes. Such contributions should be subject to review by the Journal Publications Committee chair. The occasion of a new editor stating his or her aspirations for the journal would be an excellent example of when an editor should write an editorial. Editors wishing to comment on or otherwise promote articles in AERA journals should use appropriate outlets, including Web-based ones, arranged by AERA (Council, February 2011).

Editors who wish to undertake a special section or a special issue of their journal, or who are planning to produce a larger-than-normal issue, must first obtain the prior approval of the Journal Publications Committee, with any addi-

tional expenditures to be reviewed and approved in advance by Council (Council, June 2004). Editors must submit a brief proposal to the Journal Publications Committee, which should include the following: a prospectus, table of contents, editor's introduction, and projected page-budget implications. The proposal should also include background information on any guest editor(s) to be invited and on proposed authors. In making determinations on the feasibility of special sections or special issues, the Journal Publications Committee considers and approves proposals based on quality; journal suitability; and review procedures for evaluating papers.

Editing AERA journals is necessarily an education process: Editors have an important role in shaping fields of inquiry, in fostering high standards of inquiry and discourse, and in providing constructive guidance to scholars, especially to those just entering the field.

Reporting Requirements

Editors should submit Journal Editor's Reports to the Central Office for distribution to the Journal Publications Committee. These six-month reports should include the following routine information: data on incoming manuscripts; data on decisions made during the six-month period, such as the time period for sending manuscripts for external review, the time period for decisions on new manuscripts, and the time period for decisions on revised manuscripts; and the overall acceptance and rejection rates. There is also an end-of-editorial term report to be completed.

Terms of Editors

Journal editors serve for three year terms and, at the recommendation of the Journal Publications Committee, may have their terms extended for 1, 2, or 3 additional years by the AERA President (Council, January 1989 and February 2011). But two *RRE* editors or editorial teams work concurrently, with each editor or team being responsible for alternate volumes. Each *RRE* editor or editorial team will serve for 2 years; there are no extensions for *RRE* (Council, February 2007, April 2019).

AERA *Ethical Standards*

Editors are expected to be familiar with and follow all of AERA's *Ethical Standards*, especially the Guiding Standards IV: Editing, Reviewing, and Appraising Research (Publications Committee, October 2003).

EDITORIAL BOARDS

Depending on the publication's scope and production time, an editor may

solicit the assistance of such advisors as editorial boards, associate editors, and consulting editors, as well as reviewers. It is the responsibility of the Divisional Vice Presidents to provide editors with lists of potential reviewers and editorial board members.

Given the diverse nature of the organization as well as the diverse readership of each of the AERA journals, it is important that advisory personnel be selected in such a way as to best represent the various constituencies served by the publication (Publications Committee, April 1981). Editors will be informed upon their appointment by the President that the editor should confer with the Journal Publications Committee prior to the appointment of editorial boards and associate editors for the Committee's advice and comments (Publications Committee, April 1981; Council, June 1981). AERA actively encourages ethnic diversity in the composition of its advisory boards, along with proper representation of the fields served by the publication. Descriptions of these various advisory roles, and the capacities in which they best serve the editor, follow.

Editorial Board

The editorial board consists of a group of specialists with substantive and methodological expertise germane to the journal and its mission. The editorial board counsels the editor on opportunities for the journal, provides suggestions and advice on appropriate reviewers, and may offer suggestions about special topics or issues ripe for attention by the journal. Editorial board members are also expected to review manuscripts on a regular basis as a key part of their responsibilities and are expected to attend editorial board meetings held each year at the AERA Annual Meeting.

The membership of editorial boards generally numbers from 15 to 60 members depending on editors' use of reviewers and on submission rates. Editors or coeditors recommend appointments to the Journal Publications Committee. The Journal Publications Committee reviews and approves service on editorial boards. Editorial board appointments are for one year and are renewable at the editor's discretion (Council, February 2011).

Associate Editors

Editors or co-editors (appointed by the President) have the option of naming associate editors. Editorial roles may be shared with the associate editors in whatever manner the editors choose to delineate responsibilities. The associate editor(s) may represent one or more of the primary fields or specialties encompassed by the publication (Council, February 2011).

Typically, associate editors do not have manuscript decision-making authority, but, if an editor chooses to have one or more associate editors with

responsibility to accept or reject manuscripts, such appointments must be approved by the President. The editor, however, has ultimate responsibility for the decisions made by any such associate editor (Publications Committee, October 1982; Council, January 1983; Council, February 2011).

Consulting Editors

RRE editors assign editorial board members as consulting editors to help authors develop specific chapters of *RRE*. The *RRE* editorial board should also include members who provide independent peer reviews of chapters or the volume. As with other AERA journals, *RRE* editors, not authors, propose editorial board members (Council, February 2011).

Alternative Formats

Editors are encouraged to add a small number of scholars to their lists of prospective manuscript reviewers who are competent and willing to serve as peer reviewers for alternative forms of literature (e.g., poetry, plays, visual arts, etc.) (Publications Committee, April 2002).

REVIEW PROCESS

To determine whether a manuscript is appropriate for a particular publication, editors should initially screen all submitted manuscripts. If the manuscript falls outside the publication's editorial scope, no further review is necessary; the editor simply notifies the author as to the basis of the decision not to proceed with review, along with recommendations, if any, of appropriate publication outlets (Desk Rejection, Outside Scope).

Editors may also decide, upon additional review by at least one editorial team member, that a manuscript is of sufficiently low quality not to warrant reading by the journal's reviewers. In this case, the editor may reject the manuscript on this basis and must give the author specific feedback on why the manuscript is of insufficient quality to merit full review (Desk Rejection, Low Quality).

The large volume of manuscripts submitted annually for publication in AERA periodicals and the diversity of fields they represent preclude a more extensive review by editors of manuscripts that are out of scope for an AERA journal or of insufficient quality to commend full review. Editors should be prepared to report to AERA on the number of rejections without review for both reasons, including specifying manuscripts (Amended by Council, July 2008).

For original manuscripts, editors must have a minimum two, but preferably three, reviews submitted to make a decision; revised manuscripts should have at

least two, and preferably three, external reviews. For revised manuscripts, reviewers are typically repeated. To avoid overburdening referees, editors are encouraged to limit the number of manuscripts sent to each reviewer to between three and six annually, except for members of the editorial board who are expected to review at least six. Editors should rely on their associate editors and editorial boards as a source of suggestions for expanding an editor's pool of reviewers (Journal Publications Committee, December 2013; Council, February, June 2014).

When an editor receives a manuscript submission through AERA's electronic submission system (ScholarOne), he or she will utilize the bank of expert reviewers in the submission system or add new reviewers. On an ongoing basis, editors and their teams should invite expert reviewers to create accounts in the system. Editors should aim to have a large pool of reviewers that reflect diverse perspectives, bearing in mind the goal of broad representation of international, multicultural resources within the publication. Critical comments from referees enable editors to make the ultimate decision to reject, revise, or publish a manuscript. If a manuscript is appropriate for the journal, editors or assigned associate editors should invite five or more external reviewers to review the manuscript (Journal Publications Committee, December 2013; Council February 2014).

Editors and associate editors should follow AERA's Conflicts of Interest Policy, adopted in January 2008 and published in the August-September 2008 *Educational Researcher* (Council, February 2011).

On rare occasions manuscripts are submitted that create a conflict of interest for the editor. Submissions fall into this category if: (a) the editor is at the same institution as the author(s); (b) the editor has co-published articles or volumes with the author(s), or is currently collaborating them or directing projects jointly, or has done so within the past five years; (c) the editor chaired the doctoral committee of a submitting author(s) or the author served as chair of the editor; (d) the editor may additionally declare a conflict based on any positive or negative judgments that the editor determines are sufficiently strong to be biasing. If one of the above conflicts takes place, the editor should recuse himself or herself from the manuscript. If the editorial team includes a co-editor, he or she may handle the manuscript. In the absence of a co-editor, the editor should contact the AERA director of publications, who will work with the AERA executive director or chair of the Journal Publications Committee to serve as an alternate editor for the manuscript (Council, February 2014).

In addition, since training is an important consideration for AERA, editors are encouraged to include graduate students in the review process. Editors may suggest that a reviewer solicit an additional review from an appropriate graduate student, to be labeled "Student Review" and returned to the editor with the reviewer's own primary review. Or editors may solicit reviews directly from graduate students with relevant expertise. These reviews should also be labeled "Student

Review.” Student reviewers would be credited in the annual list of reviewers. These student reviews would not count toward the minimum number of reviews, but would be in addition to those. When a graduate student review is solicited, the reviewer or editor requesting the review is expected to provide feedback to the graduate student to advance the substantive knowledge and skill of the student as a reviewer (Publications Committee, January 2005; Council, January 2005).

The names of reviewers will be published in order to inform the field of who is serving in this capacity and to recognize the referees for their support of AERA publications. Such a listing normally appears in the last issue of each volume year or the first issue of the succeeding volume. It is AERA policy that editors will provide blind copies of all reviews and decision letters to reviewers.

It is the policy of AERA that in all reviews involving, but not limited to, AERA publications and Annual Meeting proposals, reviewers employ both appropriate tone and language, and engage a spirit of scholarly constructive assessment of the strengths and weaknesses of a submitted article or proposal. Editors and program chairs will use their discretion in deciding whether a review contains inappropriate or intemperate tone or offensive language. In such cases, AERA policy is that they may refrain from forwarding the reviews to authors, and inform the reviewers of the unacceptable nature of the review (Publications Committee, April 2000).

AERA journal editors will render one of the following six decisions on each manuscript submitted to their journal:

- Desk Rejection, Outside of Scope
- Desk Rejection, Low Quality
- Rejection
- Rejection With Encouragement to Revise
- Conditional Acceptance
- Acceptance

Manuscripts receiving a Rejection With Encouragement to Revise or a Conditional Acceptance decision may be resubmitted to the journal (Publications Committee, October 2008).

AERA journals use a Web-based manuscript-submission and peer-review management system. Each editorial team will use that designated system for all submission, review, and decision records of all manuscripts, book reviews, letters, and other items submitted to the journal. Each team also will use an email account on the AERA server for all correspondence that occurs outside the peer-review management system. In using and maintaining the management system and email account, AERA editors and staff will do so in accordance with AERA confidentiality guidelines (Council, February 2011).

Reviewers should follow AERA's Conflicts of Interest Policy, adopted in January 2008 and published in the August-September 2008 *Educational Researcher* (Council, February 2011).

Policies on Blind Review and Reviewer Confidentiality

AERA journals follow a double-blind review process. In this process, except under unusual circumstances such as review of commissioned pieces, an author's identity is concealed or masked in submission for purposes of review. In addition, the review of a journal manuscript is a confidential process. Editors and reviewers must treat a manuscript as a confidential and privileged document. They are prohibited from circulating a manuscript, selections from it, and review comments other than as part of the review. They also must not discuss or otherwise make known information about the manuscript or the review. Except for what is shared with an author, this information must remain confidential even after the review process is complete.

In the case of review of book publications, it is possible that the identity of the author(s) of book or chapter manuscripts may not be masked. Nonetheless, the rules of confidentiality binding editors and authors remain applicable. Those involved in the review of book and chapter manuscripts must not reveal the identity of an author, share the manuscript in whole or in part, distribute or discuss reviews, or otherwise compromise the confidentiality of the review process.

Rules of confidentiality also apply to the identity of reviewers. The identity of those involved in the review of journal and book manuscripts must remain confidential and not be disclosed to authors or compromise in any way the confidentiality and integrity of the review process.

Violations of this policy are considered a violation of the AERA *Ethical Standards* (see Section IV of *Ethical Standards*, in Appendix to this manual) (Publications Committee, May 2004; Council, June 2004).

Need for Editorial Vigilance on Intemperate or Argumentative Content of Manuscripts

The scholarly publications of AERA embody the principles of openness, rigorousness, and thoroughness that are essential for reporting high quality theoretical and empirical research. These publications are intended to carry manuscripts that can stand alone on the merits of the research that is being reported, and typically they do not carry rejoinders and counter rejoinders. Occasionally, authors take sharp issue with work reported by other scholars. Such criticism is not discouraged unless it is intemperate and is judgmental or argumentative without adequate substantiation. It is important that editors exercise vigilance in ensuring that authors who criticize the works of others provide strong substantiation or

justification for such criticism through (a) a reasonably detailed and accurate statement of the theoretical position or research conclusion being criticized that is congruent with its totality in either quoted or paraphrased form, with the citation of the reference and page number(s); and (b) a reasoned set of explicit arguments that specify how, in what ways, and by what criteria the position or conclusion in question is considered to be inadequate (Publications Committee, April 1979).

Authors who believe that their manuscripts were not reviewed in a careful or timely manner and in accordance with the American Educational Research Association's procedures should call the matter to the attention of the Association's President or Executive Director (Publications Committee, April 1979; Council, June 1979).

Right of Reply

The right of reply policy encourages comments on recently published articles in AERA publications. They are, of course, subject to the same editorial review and decision process as articles. If the comment is accepted for publication, the editor shall inform the author of the original article. If the author submits a reply to the comment, the reply is also subject to editorial review and decision. The editor may allot a specific amount of journal space for the comment (ordinarily about 1,500 words) and for the reply (ordinarily about 750 words). The reply may appear in the same issue as the comment or in a later issue (Council, June 1980).

If an article is accepted for publication in an AERA journal that, in the judgment of the editor, has as its main theme or thrust a critique of a specific piece of work or a specific line of work associated with an individual or program of research, then the individual or representative of the research program whose work is critiqued should be notified in advance about the upcoming publication and given the opportunity to reply, ideally in the same issue. The author of the original article should also be notified. Normal guidelines for length and review of the reply and publication of a rejoinder by the original article's author(s) should be followed. Articles in the format "an open letter to ..." may constitute prototypical exemplars of the category defined here, but other formats may well be used, and would be included under the qualifications for response prescribed here (Council, January 2002).

Grievance Procedures

Authors who believe that their manuscripts were not reviewed in a careful or timely manner and in accordance with the American Educational Research Association's procedures should call the matter to the attention of the Chair of the Journal Publications Committee, Association's President, or Executive Director (Publications Committee, April 1979; Council, June 1979).

A grievance is defined as a conflict between an individual (or group) and an editor (or editorial board) that cannot be resolved by these people, and that concerns an AERA publication in some way.

When a grievance is brought to the attention of the Journal Publications Committee or its representative by the Association President, the Executive Director, the person filing the grievance, or by some other means, the initial response of the Committee or its representative will be to determine whether a conscientious effort has been made by the parties involved to resolve the disagreement. The Committee or its representative will involve itself in attempting to resolve those conflicts that cannot be successfully resolved by the editor and the person filing the grievance. The procedure will be as follows:

1. The person (or persons) filing a grievance will be requested to prepare a statement that describes the nature of the problem, with supporting rationale and documentation.
2. The editor or other person whose actions or decisions have precipitated a grievance will also be asked to describe the problem, with supporting rationale and documentation.
3. The Committee or its representative will review the documentation, try to sort through the issues involved, and determine whether additional information is needed.
4. Additional data will be collected, if needed, and distributed to Committee members.
5. The Committee or its representative will differentiate between procedural issues and substantive ones.
6. In trying to reach fair and equitable decisions, the Committee or its representative will:
 - a. Define the problem (or problems) clearly.
 - b. Consider the opposing positions and the supporting information for each position. The data will be viewed within the framework of the goals of AERA, and the purposes of each journal, and with respect for the rights and views of all persons involved.
 - c. Weigh the evidence and make a decision. In some instances, the Committee or its representative may wish to collect additional data and meet with the persons involved prior to reaching a decision.
7. When a representative of the Journal Publications Committee deliberates on grievances, the substance of those deliberations shall be reported to the Committee.

8. The Committee will recommend to the Association President and the Executive Director a response to the persons involved in the grievance.

(Publications Committee, September 1980)

Note: For operating rules to be followed by the Committee in grievance cases, see "Journal Publications Committee Members, Grievance Procedures."

SUPPORT FOR EDITORS

Budgets

The production budget for each publication is prepared by the Central Office staff. The page allotment on which this budget is based is approved by the Council.

Editors planning to produce a larger-than-normal issue must first obtain the prior approval of the Journal Publications Committee, with any additional expenditures to be reviewed and approved in advance by Council (Council, June 2004).

The editor or editorial team of each quarterly journal receives a stipend of \$23,000 per fiscal year (to pay for secretarial assistance, to purchase a computer or computer time for clerical chores, to buy out of course commitments, etc.), plus funds for general expenses to cover postage, telephone, photocopying, office supplies, and so forth. The discretionary fund may be used for any direct costs, but Council policy does not permit the payment of indirect costs (overhead) to institutions. The editors or editorial teams for *AERA Open* and *Educational Researcher* receive a stipend of \$35,000 per fiscal year.

Recognizing that journals with very high submission rates may require higher levels of support, the AERA Executive Board allowed (February 1994) the Executive Director to exercise flexibility in providing support in such cases.

Publication Copies

Editors receive a copy of the journal for their use and reference.

Honoraria

AERA pays each of its open-submission journal editorships an annual \$2,500 honorarium, to be split equally among coeditors. AERA pays each *RRE* editorship an annual \$1,000 honorarium (Council, January 2008).

AERA does not pay honoraria to book editors, editorial consultants, editorial boards, or authors.

Recognition

Recognition is made of the editors at the conclusion of their terms in the form of a plaque and bound volumes of the editions that they produced. These are presented during the Journal Publications Committee Reception at the Annual Meeting immediately following the concluding number of the volume. Editors not able to be present are asked to designate a recipient.

EDITORSHIP TRANSITION

If an incoming editor wishes to change the statement of purpose or review procedures, he or she may present a request to the Journal Publications Committee. Matters of policy must be approved by Council based on recommendation from the Journal Publications Committee (Council, June 2004).

To ensure a smooth transition, editors nearing the end of their terms are urged to pay particular attention to their backlog of manuscripts that would necessitate publishing past their tenure, especially (a) manuscripts that are out for review, and (b) manuscripts to which the outgoing Editor has requested revisions in either of the following categories: (1) Conditional Acceptance and (2) Rejected With Encouragement to Resubmit. Outgoing editors typically supply accepted manuscripts to fill the first one or two issues of the volume year after their editorship ends; it is important to specify to the Central Office staff and to the incoming editors a transition plan that avoids duplication at this stage of the process.

Journal editors will begin handling new manuscript submissions on July 1 prior to their first year of record for the journal and will similarly cease handling new submissions on July 1 of their final year of record. Outgoing editors will continue handling revisions of those manuscripts initially handled by their team and will continue to do so until final dispositions are reached on all such manuscripts; for this reason, outgoing editors should notify authors who receive Conditional Acceptance or Rejected With Encouragement to Resubmit decisions that their term is ending and give those authors appropriate deadlines; authors who do not meet those deadlines should submit their revisions as new manuscripts to the incoming team.

As soon as a new appointment is made, notice will be carried in the journal's manuscript submission guidelines.

ACCUMULATED WISDOM FOR NEW EDITORS

Talk with outgoing editors. Benefit from their experience, ask to see sample letters, suggestions for reviewers and editorial boards, pitfalls to avoid, and oppor-

tunities or practices to pursue. Arrange a conference call with the outgoing editor's office to review processes and ask questions.

Review and develop the journal's reviewer database. Resources include: Annual Meeting Program (Index), journals (indexes published annually), SIG Directory, Divisional Vice Presidents, Divisional Affirmative Action Officers, editorial boards, colleagues, research centers, the women and minorities committees, etc. In addition, the Central Office can provide a list of members by areas of professional interests (see back side of membership application or renewal notice).

Decide on the function of your editorial board. Responsibilities include counseling the editor on opportunities for the journal; providing suggestions and advice on appropriate reviewers, offering suggestions about special topics or issues ripe for attention by the journal, and reviewing manuscripts on a regular basis as a key part of their responsibilities.

Form an editorial board. A slate must first be submitted to the Journal Publications Committee for review and comment. An editorial board for a journal should reflect the requisite expertise, the diversity of the field and disciplines, and attention to inclusiveness in terms of race, ethnicity, and gender.

Editors are responsible for the decision to accept or reject manuscripts. If an assistant or associate editor has such responsibility, the person must have been appointed by the President of AERA.

Review and, if necessary, modify existing Web-based form letters for acknowledgment of receipt of manuscript, letters to reviewers, reminder letters/postcards, evaluation forms, and components of decision letters.

Think carefully about the review criteria and the instructions you provide to reviewers and the type of recommendations and commentary that they are asked to offer.

Review the journal's editorial policy statement. Policy alterations must be reviewed by the Journal Publications Committee and approved by Council prior to any adoption or implementation.

Plan to solicit manuscripts; a review of the Annual Meeting Program is an excellent source of potential manuscripts, as are papers presented at specialized conferences.

Plan to participate in the Journal Talks at the Annual Meeting. It is an excellent opportunity to meet prospective authors, convey your vision to them, and learn what research is in the pipeline.

Plan to participate in the Council of Editors meeting at the Annual Meeting. It is an excellent opportunity to meet with fellow editors to discuss common challenges, solutions, and so forth, that cut across education journals. You will be asked to suggest topics to discuss at the meeting. This is a good time to connect with other editors to discuss common concerns.

Plan to participate in the Journal Publications Committee's joint meeting with all AERA journal editors during the Annual Meeting. The purpose of such meetings is to discuss issues, problems, challenges, etc., that you may be facing, to provide suggestions for improvement of the overall AERA publications program, and to respond to concerns and suggestions made by others in attendance. In addition, you can request time alone with the Committee, and you can confer about particular issues with the Chair of the Journal Publications Committee or the AERA Director of Publications.

It is the policy of AERA to be inclusive in its programs, activities, and the work of the Association. Resources include: Divisional Affirmative Action Officers, Specialized SIGs, AERA committees on minorities and women, and specialized rosters of the membership by areas of interest and demographic characteristics that can be generated by the Central Office.

It is the expectation that manuscripts be reviewed in a timely fashion. Authors should anticipate receiving a decision on their paper within four months. The acknowledgment letter should state the expected time frame.

The acceptance letter should indicate approximately when the article will be published.

The Central Office is responsible for the publishing arrangements for each journal. The Director of Publications oversees all facets of the work necessary to publish the journal and will refer journal editors to the appropriate publishing contacts.

Editors should plan to relay individual accepted articles to designated production contacts in a timely fashion and should plan to specify the contents of each issue at a scheduled time.

Editors should be aware of the page allocation for the journal. Some flexibility exists to vary the size of each issue consistent with the total number of pages allocated in each volume. The Director of Publications can provide you with guidelines on the conversion between the number of manuscript pages to printed journal pages. Editors need to remain within the page allocation unless otherwise approved.

Outgoing and incoming editors should discuss the timing associated

with transitions in conjunction with the Central Office and Journal Publications Committee. Outgoing editors should not accept more manuscripts than can be published in their three-year term.

Outgoing editors are typically responsible for manuscripts for which they have initiated the review process. Thus, manuscripts that are in the pipeline are the responsibility of the outgoing editor. Outgoing editors should write to all authors who have manuscripts in the review cycle and indicate a deadline for receipt of their manuscripts to be considered under their tenure. After that time, the articles will be forwarded to the new editor and treated as a new submission.

Communicate with editors of other AERA journals (or sections within a journal) about boundaries or appropriateness of articles for their respective journals. Every effort should be made to avoid duplication of areas of coverage among journals, and every effort should be made for AERA journals to collectively cover all areas.

Maintain records concerning the response rate of reviewers. It will be useful to you and your successor.

Be conscious of the burden placed on reviewers; for example, the number of manuscripts that they are asked to review each year, and whether they are being asked to review manuscripts that are clearly not appropriate for the journal. Before sending manuscripts out to reviewers, editors should screen papers for the appropriateness for the journal, number of manuscript pages, and minimal level of quality.

AERA journals require blind peer review of submissions, including book reviews, critiques, and rejoinders.

Consider inviting students to join a student editorial advisory board. Invite reviewers to involve students in the review process. This provides opportunities to mentor students in the publishing process.

Editors provide reviewers with copies of the decision letter and blind copies of all reviews of a manuscript.

Submit plans for special sections or special issues of journals to the Journal Publications Committee for review and approval in advance and, if there are additional budgetary requirements, to Council. Once a special section or special issue has been approved, editors may appoint a guest editor. Provide enough lead time to let the guest editor solicit contributions and be sure that page limitations are noted at the outset. Submissions are subject to the standard review procedures for evaluating papers.



Contributors

SUBMITTING MANUSCRIPTS

AERA journals use a Web-based manuscript submission and peer-review management system. Current information on manuscript submission procedures for AERA journals may be found by going to the Journals area of the AERA website.

SPECIFICATIONS FOR MANUSCRIPTS

AERA Ethical Standards

Authors are expected to follow all of AERA's *Ethical Standards*, especially the Guiding Standards I: Responsibilities to the Field; Guiding Standards II: Research Populations, Educational Institutions, and the Public; Guiding Standards III: Intellectual Ownership; and Guiding Standards V: Sponsors, Policymakers, and Other Users of Research. The *Ethical Standards* may be found by going to the Publications area of the AERA website.

Authors adhere to the AERA standards on data sharing, as set forth in the AERA Code of Ethics (Council, February 2011).

AERA Reporting Standards

Authors, editors, and reviewers should adhere to AERA's standards for reporting, as appropriate for the type of research in each manuscript. The Standards for Reporting on Empirical Social Science Research in AERA Publications and Standards for Reporting on Humanities-Oriented Research in AERA Publications are both available in the Publications area of the AERA website.

Manual Of Style

AERA uses the *Publication Manual of the American Psychological Association* (APA manual, 6th edition, 2009) as the style guide for its publications. Accepted manuscripts that do not follow APA reference style will need to be reformatted in that style by the authors.

It is AERA style to use endnotes rather than footnotes. Authors should place endnotes right before the reference list.

Authors cite and reference all datasets per APA style, which includes author, date, title, and location (Council, February 2011).

Nonsexist Language

AERA publications seek to avert biasing language with regard to gender, sexual orientation, racial and ethnic identity, disabilities, and age. To implement this commitment, AERA follows the APA Guidelines for Reducing Bias in Language, incorporated in the *Publication Manual of the APA* (Council, February 2011).

Preparation of Manuscripts

Authors should prepare manuscripts using word-processing software per instructions on a specific journal's website; all journal websites may be accessed via the Journals area of the AERA website.

Author Identification

The complete title of the article and the name of the author(s) should be typed only on the first sheet to ensure anonymity in the review process. Subsequent pages should have no author names but may carry a short title at the top. Information in text or references that would identify the author should be deleted from the manuscript (e.g., text citations of “my previous work,” especially when accompanied by a self citation, a preponderance of the author’s own work in the reference list). These may be reinserted in the final draft.

The title page should also contain complete contact information for all authors and coauthors, including full street address and zip code, telephone and fax numbers, and e-mail addresses. The corresponding author should be designated on the title page.

Tables, Figures, and Illustrations

The purpose of tables and figures is to present data to the reader in a clear and unambiguous manner. The author should not describe the data in the text in such detail that the table or figure becomes redundant. Tables and figures should be appended to the end of the electronic text file and should be referred to by number (e.g., “Figure 1”) in the text.

REVIEW PROCESS

The AERA review process is described in detail in the “[Journal Editors](#)” section of this manual. Three policies of particular importance to authors are reiterated here.

Intemperate or Argumentative Content of Manuscripts

The scholarly publications of AERA embody the principles of openness, rigorousness, and thoroughness that are essential for reporting high quality theoretical and empirical research. These publications are intended to carry manuscripts that can stand alone on the merits of the research that is being reported, and typically they do not carry rejoinders and counter rejoinders. Occasionally, authors take sharp issue with work reported by other scholars. Such criticism is not discouraged unless it is intemperate and is judgmental or argumentative without adequate substantiation. Editors exercise vigilance in ensuring that authors who criticize the works of others provide strong substantiation or justification for such criticism through (a) a reasonably detailed and accurate statement of the theoretical position or research conclusion being criticized that is congruent with its totality in either quoted or paraphrased form, with the citation of the reference and page number(s); and (b) a reasoned set of explicit arguments that specify how, in what ways, and by what criteria the position or conclusion in question is considered to be inadequate (Publications Committee, April 1979).

Right of Reply

The right of reply policy encourages comments on recently published articles in AERA publications. They are, of course, subject to the same editorial review and decision process as articles. If the comment is accepted for publication, the editor shall inform the author of the original article. If the author submits a reply to the comment, the reply is also subject to editorial review and decision. The editor may allot a specific amount of journal space for the comment (ordinarily about 1,500 words) and for the reply (ordinarily about 750 words). The reply may appear in the same issue as the comment or in a later issue (Council, June 1980).

If an article is accepted for publication in an AERA journal that, in the judgment of the editor, has as its main theme or thrust a critique of a specific piece of work or a specific line of work associated with an individual or program of research, then the individual or representative of the research program whose work is critiqued should be notified in advance about the upcoming publication and given the opportunity to reply, ideally in the same issue. The author of the original article should also be notified. Normal guidelines for length and review of the reply and publication of a rejoinder by the original article's author(s) should be followed. Articles in the format "an open letter to ..." may constitute prototypical exemplars of the category defined here, but other formats may well be used, and would be included under the qualifications for response prescribed here (Council, January 2002).

Grievance Procedures

Authors who believe that their manuscripts were not reviewed in a careful

or timely manner and in accordance with the American Educational Research Association's procedures should call the matter to the attention of the Chair of the Journal Publications Committee, the Association's President, or Executive Director (Publications Committee, April 1979; Council, June 1979).

A grievance is defined as a conflict between an individual (or group) and an editor (or editorial board) that cannot be resolved by these people, and that concerns an AERA publication in some way.

When a grievance is brought to the attention of the Journal Publications Committee or its representative by the Association President, the Executive Director, the person filing the grievance, or by some other means, the initial response of the Committee or its representative will be to determine whether a conscientious effort has been made by the parties involved to resolve the disagreement. The Committee or its representative will involve itself in attempting to resolve those conflicts that cannot be successfully resolved by the editor and the person filing the grievance. The procedure will be as follows:

1. The person (or persons) filing a grievance will be requested to prepare a statement that describes the nature of the problem, with supporting rationale and documentation.
2. The editor or other person whose actions or decisions have precipitated a grievance will also be asked to describe the problem, with supporting rationale and documentation.
3. The Committee or its representative will review the documentation, try to sort through the issues involved, and determine whether additional information is needed.
4. Additional data will be collected, if needed, and distributed to Committee members.
5. The Committee or its representative will differentiate between procedural issues and substantive ones.
6. In trying to reach fair and equitable decisions, the Committee or its representative will:
 - a. Define the problem (or problems) clearly.
 - b. Consider the opposing positions and the supporting information for each position. The data will be viewed within the framework of the goals of AERA, and the purposes of each journal, and with respect for the rights and views of all persons involved.
 - c. Weigh the evidence and make a decision. In some instances, the Committee or its representative may wish to collect additional data and

meet with the persons involved prior to reaching a decision.

7. When a representative of the Journal Publications Committee deliberates on grievances, the substance of those deliberations shall be reported to the Committee.

8. The Committee will recommend to the Association President and the Executive Director a response to the persons involved in the grievance.

(Publications Committee, September 1980)

PUBLICATION OF ACCEPTED MANUSCRIPTS

Copyright and Permissions

Authors who wish to use material, such as figures or tables, for which they do not own the copyright must obtain written permission from the copyright holder (usually the publisher) and submit it to AERA with their manuscripts.

To protect the works of authors and the Association, AERA copyrights all of its publications. The corresponding author of each accepted manuscript will be given a copyright agreement (consent to publish) form delineating AERA policy. No article will be published unless the copyright agreement is signed by the corresponding author, who is empowered to sign for coauthors. Authors are responsible for obtaining written permission to publish material for which they do not own the copyright (Publications Committee, October 1974; revised, Publications Committee, August 1979).

Authors may photocopy their work without charge; no fee is charged to authors who, upon request, are granted permission to republish their AERA copyrighted work (Publications Committee, October 1994).

AERA also provides each author with the option of a toll-free hyperlink leading from the author's personal website to the author's online journal article, which allows free access to the article by anyone (Council, June 2003).

Rights and permissions regarding the uses of AERA copyrighted materials are handled by the AERA Publications Department or its designated publisher; instructions may be found in the Permissions area of the AERA website.

The AERA Central Office can answer questions about copyright of AERA publications.

Author Alterations

All authors receive page proofs via email for checking and approval, and authors must adhere to approval deadlines. Speed is necessary in order to not delay publication of the article or other articles in its journal issue. Authors in AERA journals are urged to make only essential changes and to find the simplest solutions to problems noted in queries (Publications Committee, October 1994).

Complimentary Copies And Reprints

One complimentary copy of a journal is sent to each author of articles included in that issue.

Reprints are not routinely offered to authors. Please contact the Director of Publications if you wish to order print reprints or have any questions. AERA does not offer free offprints to authors.

Comments

The Journal Publications Committee welcomes comments and suggestions from authors. Please send them to the Journal Publications Committee Chair in care of the Director of Publications at the AERA Central Office.



CENTRAL OFFICE PROCEDURES AND POLICIES

RESPONSIBILITIES OF CENTRAL OFFICE PUBLICATIONS STAFF

The content of a journal is determined by the editor; the publication of the product is the responsibility of the Central Office. Editors work with the publications staff in establishing any procedures, designs, or special issues with the consideration of the Association's purpose, budget, and staff. To best serve the editor, the Central Office is responsible for the management and production aspects of publications (e.g., advertising, budgeting, contracts, copyediting, copy-right, formats, fulfillment, permissions, printing, production, and typesetting).

The AERA Journal Editor's Report to the Journal Publications Committee covers two reporting periods: January through June, and July through December. These reports need to be submitted to the Central Office for distribution to the Journal Publications Committee.

POLICY ON ADVERTISEMENTS, EXHIBITS, MAILING LIST RENTALS, AND SALES

AERA welcomes advertisements in AERA journals and relevant publications, exhibits at the Annual Meeting, and mailing list rentals. All items advertised, exhibited, and/or sold under the auspices of AERA must be of a nature that they can reasonably be considered to be (a) useful information provided by education researchers acting in their professional capabilities as faculty, students, and/or practitioners; (b) useful in the advancement of education research as a scholarly field and profession; or (c) of benefit to individual members. Advertisements and items exhibited, distributed, and/or sold cannot be used for politically or ideologically partisan purposes.

The character and content of the advertisements, exhibits, or sales is subject to the approval of the Executive Director or her/his designee. This policy applies to advertisements, displays, or sales of novelties and souvenirs, as well as to the personal conduct of exhibitors or their representatives. AERA, therefore, reserves the right to refuse any application for advertising and to curtail or cancel any advertisement which in the judgment of the Executive Director does not conform to the Association's policies or objectives (Council, January 2004).

Employment advertisements published in *ER* must indicate equal opportunity employment.

All requests related to advertisements, exhibits, and mailing list rentals should be made as indicated on relevant pages of the AERA website. Most requests will be made directly to the Central Office staff, but some types of requests will be directed to outside parties, as indicated on the website.

POLICY ON ADVERTISEMENTS MEETING AERA *STANDARDS*

AERA will not accept an advertisement in one of its publications unless a responsible official certifies that the advertisement does not violate any standard in the *Standards for Educational and Psychological Testing*, in particular, in the statement that “promotional material for a test should be accurate” (Council, January 1991).

