

## INFORMATION FOR CONTRIBUTORS

### General Information for Authors

#### *Submission Categories*

*JEDIC* invites submissions in the following categories:

**Full length articles.** Contributors are encouraged to submit manuscripts of no more than 20–25 double-spaced pages. Submit **three** copies including the original. To facilitate the blind review process, authors' names should not appear on the title page, but on a cover sheet. Do not use running heads. Authors are encouraged to submit an electronic copy along with hard copies.

**Reviews.** *JEDIC* invites succinct evaluative reviews of professional books, classroom texts and other instructional resources (e.g. standardized tests, computer software etc.). Reviews should provide a descriptive and evaluative summary and a brief discussion of the significance of the work in the context of current theory and practice. Reviews should normally not exceed 500 words. Submit **two** copies.

**Review Articles.** *JEDIC* also welcomes occasional review articles that present comparative discussions of several publications that fall into a topical category (e.g. primary education in the Caribbean, literacy programmes). Review articles should provide a description and evaluative comparison of the materials and discuss the relative significance of the works in the context of current theory and practice. Submissions should normally not exceed 1,500 words. Submit **two** copies.

**Research Reports or Summaries.** *JEDIC* invites short research reports, which present preliminary findings or focus on some aspect of a larger study. In all cases, the discussion of issues should be supported by empirical evidence, collected through qualitative or quantitative

(or both) investigations. Submissions to this category should be 7–10 double-spaced pages (including references and notes). Submit **two** copies.

**Research Abstracts.** These should report policy studies or research done for the award of a higher degree. Submissions should not normally exceed 300 words. Submit **two** copies.

**Extended Length Manuscripts.** The journal will consider for publication research studies that exceed 25 pages, provided they satisfy the review process. Such occasional publications however, should not normally exceed 50 pages. Submit **two** copies and an electronic copy using Microsoft Word2000.

### **General Submission Guidelines**

1. All submissions should conform to the style of presentation set out in these guidelines.  
Authors are responsible for the accuracy of references and reference citations.
2. All submissions should be accompanied by a cover letter that includes a full mailing address, telephone number, electronic mail address and fax number, where these are available.
3. Authors should include two copies of a biographical statement not exceeding 50 words, plus any special notations or acknowledgments that they would like to have included.
4. *JEDIC* provides 10 free reprints of published full-length articles and 5 reprints of material published in the Reviews, Research Summaries and Dialogue sections. A free issue of the copy in which the contribution appears is also supplied to authors.
5. Manuscripts submitted to *JEDIC* cannot be returned to the authors. Authors should be sure to keep a copy for themselves.
6. The Editors of *JEDIC* reserve the right to make editorial changes in any manuscript accepted for publication to enhance clarity or style. The author(s) will be consulted only if the editing has been substantial.

7. The views expressed by contributors do not necessarily reflect those of the Editors or the Editorial Advisory Board.
8. Contributors are reminded that the language and content of the papers should be non-sexist.

### **Figures, Tables and Illustrations**

All necessary illustrations should accompany the typescript and should be on separate sheets. All photographs, diagrams and charts should be referred to as figures and given Arabic numerals numbered consecutively in the order in which they appear in the text. Figure legends must be typed together on a separate sheet at the end of the paper, and should make the meaning of the figure intelligible without reference to the text. Line diagrams, graphs and charts should be submitted in a form suitable for direct reproduction. Tables should be kept to a minimum and include only essential detail. They should be given Arabic numerals and referred to in the text.

### **References**

These should be given in the text in the author/date style, i.e. Bacchus (1994) argues ... or, as various authors argue (King, 1996, Oxtoby, 1997). References for three or more authors are given as Smith et al. (1991). Page references should be given for direct quotations, e.g. (Jones and Smith 1993:74). References to works by the same author in a given year should be made thus: e.g. Craig (1978a), Craig (1978b). Full references should be typed using double space at the end of the paper in alphabetical order, in the form given below:

#### ***Journal References***

Crossley, M., Vulliamy, G. (1996). Issues and trends in qualitative research: Potential for developing countries. *International Journal of Educational Development* 16 (4) 439–48.

#### ***Book References***

Bacchus, M.K. (1994). *Education as and for Legitimacy: Developments in West Indian Education between 1846–1895*. Ontario, Canada. Wilfrid Laurier Press.

### **Chapter in a Book**

Walker, R. (1993). The conduct of educational case studies: Ethics, theory and procedures. In Hammersley (Ed.), *Controversies in Classroom Research* (pp. 163–195) (2nd ed.). Philadelphia: Open University Press.

### **Titles of Journals should not be abbreviated.**

*All submissions should be made to:* The Chief Editor

Journal of Education and Development in the Caribbean

Department of Educational Studies

School of Education

The University of the West Indies,

Mona, Kingston 7

Jamaica, West Indies.