

Editorial Policies

Journal of Praxis in Multicultural Education

Purpose and Style

The *Journal of Praxis in Multicultural Education* is a peer-reviewed journal published twice a year by the Center for Multicultural Education at the University of Nevada Las Vegas. The journal is committed to publishing manuscripts written by Pre-K-16 teachers and higher education researchers that embody the true definition of praxis. The journal demonstrates teacher learning through a dialectical union of reflection and action. A panel of multicultural educators and researchers from Pre-K-16 and higher education reviews manuscripts. Manuscripts should focus on research studies highlighting evidence based, best practices in Pre-K-16 classrooms that demonstrate improved academic achievement of diverse learners based on formal and nontraditional modes of culturally responsive pedagogy.

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Review Procedures

The journal publishes manuscripts in English that follow the style guidelines set forth in the *Publication Manual of the American Psychological Association [APA], Fifth Edition (2001)*.

Manuscripts will be electronically submitted to the Editor, who will then select appropriate reviewers who have expertise in the area that is related to the area of the submission. Three reviewers will review manuscripts. The review process is blind. Authors and reviewers communicate through the Editor regarding the status of manuscripts.

A manuscript may be:

- accepted as is (more often than not pending minor editorial adjustments);
- accepted pending relatively straightforward revisions by the author(s);
- returned to the author(s) for substantial revisions, after which the manuscript will be reviewed again by the reviewer requesting those revisions; or,
- rejected out right.

In addition to the overall editorial recommendation to the Editor, reviewers will also provide feedback for the Editor to share with author(s) regarding requisite enhancements or corrections to manuscripts.

A manuscript will be rejected when two or all three of the reviewers have recommended a rejection. The manuscript will be accepted when, in the opinion of the Editor, all substantive concerns on the part of the reviewers have been addressed by the author(s). In those instances where author(s) and reviewer(s) are in disagreement over requested revisions, the Editor may choose either to: (a) allow the author(s)' views to prevail, or (b) reject the manuscript unless the author(s) satisfy the reviewer(s).

It is the policy of the *Journal of Praxis in Multicultural Education* that all manuscripts submitted for publication will be sent for review. The Editors have the prerogative of a desk rejection. However, the Editor may return a manuscript to the author(s) prior to sending it for review to require that obvious deficiencies be rectified before it is sent for review.

Such deficiencies may include, but are not limited to:

- failure to adhere to any APA style guideline;
- failure to include an abstract;
- failure to provide appropriate scholarly references;
- manuscript length that would make publishing impractical; and/or,
- similarity to work already published by the same author(s) that causes the manuscript to be too closely related in substance and/or content to the already published work (including work published in a *cyber-journal*).

The Editor will not coordinate the review process for any manuscript on which his or her name appears as an author or co-author. Any such manuscript will be handled by the Associate Editor or appropriate Section Editor (see below), who will coordinate the review process and make the final publication decision in the same manner that the Editor does on all other manuscripts. In the event that the Editor and the Associate Editor are both authors of a manuscript, that manuscript will be handled by the appropriate Section Editor or, in the event that the appropriate Section Editor is also a co-author or in the absence of a Section Editor, a member of the Editorial Board, who is not employed at a tertiary institution at which any of the manuscript's authors is also employed, will coordinate the review process and make the final publication decision, again, in the same manner that the Editor does on all other manuscripts.

Editorial Work

In all matters of editorial work or decision, the Editor may consult with or delegate to the Associate Editor. The Editor, with the concurrence of the Associate Editor, may appoint Section Editors to handle manuscripts that are to be considered for particular sections of the journal (e.g., The Conceptual Approach, Research Methodology, Law, Reflections from the Field, or Case Studies, among others). Confirmation of appointment of a Section Editor is subject to ratification by the Editor. The Associate Editor may also serve as a Section Editor.

Manuscripts that are to be reviewed for a particular section of the journal, for which there is a Section Editor, will be forwarded by the Editor to the Section Editor. The Section Editor will then handle all the normal matters of selecting and corresponding with authors and reviewers. When a manuscript is rejected, the Section Editor will notify the Editor. When a manuscript is accepted for publication, the Section Editor will forward an electronic copy of the manuscript to the Editor.

The Editor is responsible for making final edits to manuscripts, and for providing manuscripts to the publisher and the Associate Editor in the required form so that they can be processed for publication. The Editor is responsible for informing the publisher and the Associate Editor of the order of manuscripts for each issue, and, where relevant, the section to which each manuscript is to be assigned. The Editor and the Associate Editor are jointly responsible for review and approval of page proofs provided by the publisher.

Special Issues

The *Journal of Praxis in Multicultural Education* may, from time-to-time, publish special issues for which all or a subset of manuscripts focus on a common theme.

Any Editorial Board member may submit a proposal for a special issue. In this particular instance, the person(s) proposing the special issue will be nominating themselves to be the one-time Associate

Editor(s) or the Special Issue Editor of the special issue. The proposal must include (but need not be limited to):

- a description of the theme to be addressed by the special issue;
- specification of the importance of the theme;
- an indication of the authors that might be expected, through open and/or special invitation, to contribute manuscripts for publication consideration for the issue; and,
- full contact details (name, address, phone, fax, and e-mail) for the special issue Special Issue Editor.

The proposal may be submitted to the Editor for review. Once the proposal has been received, the Editor and the newly appointed (for the purposes of the special edition) Special Issue Editor will confer to determine its status. The proposal may be:

- received favorably;
- returned for clarification or fixes, after which it will be reviewed again; or,
- rejected.

If the proposal is accepted, the Special Issue Editor will undertake the normal responsibilities of the Associate Editor for the special issue, although any manuscripts accepted for the special issue will be still be submitted to the publisher through the Editor.

When the special issue goes to press, the Special Issue Editor will provide the Editor with an electronic file for each manuscript submitted for the special issue that includes: 1) a copy of the manuscript; 2) copies of all reviewer comments on, and recommendations regarding, the manuscript; 3) copies of all correspondence between the Special Issue Editor and the manuscript author(s); and, 4) appropriate documentation of the overall decision to accept or reject the manuscript.

There will be an open call for papers for any special issue. The opportunity to submit a manuscript to be considered for a special issue will never be restricted only to invited authors. The call for papers will allow sufficient lead time such that any author wishing to submit a manuscript can reasonably be expected to meet submission deadlines.

Three reviewers, at least two of who must be members of the Editorial Advisory Board, will review each manuscript submitted for a special issue. Review standards and protocols normally applied by the *The Journal of Praxis in Multicultural Education* will be used. In the event that one of the authors on any manuscript is also the Special Issue Editor, the review process will be coordinated by the Editor, rather than by the Special Issue Editor. In the event that the Editor is also one of the authors, the manuscript will be handled as in any other instance where the Editor is an author of a submitted manuscript (as described above).

The Special Issue Editor(s) will prepare a short (typically no more than 10 pages of manuscript formatted in the normal manner) introductory article for the special issue. The introductory article will normally give an overview of the theme, and provide some insight into the ways that the following manuscripts form a cohesive whole. The Editor will serve as reviewer for the introductory article in order to provide advice on content and presentation. The introductory article will not otherwise be subject to the normal review process.

If more manuscripts are accepted for publication than can be accommodated in a single issue of the journal, the Special Issue Editor(s) will select the manuscripts to be included in the special issue. The

remaining manuscripts (in electronic form) will be provided to the Editor for inclusion in subsequent issue(s) of the *The Journal of Praxis in Multicultural Education*. If there are a sufficient number of such manuscripts, the Editor may, at his or her discretion and with the concurrence of the Special Issue Editor, designate the subsequent issue also as a thematic issue on the same or a related theme.

In the event that any reviews are pending on a manuscript submitted for a special issue at the time that the special issue goes to press, the Special Issue Editor(s) will contact the author(s) to inform her, him, or them that all further correspondence regarding the manuscript (including any future revisions) should be sent to the journal's Editor for consideration in a future issue.