**European Studies in Educational Management and Administration**

**The Journal of the European Forum on Educational Administration (EFEA) 2011/2012**

**From 2011 the Bulletins series of EFEA will be replaced by a Journal to be published twice annually with special editions produced by the member national societies.**

The EFEA Journal accepts papers and book reviews from any area of educational administration, this to include studies in administration, leadership and management. The journal does not confine itself to any one mode of study/investigation. It will consider papers of either a qualitative or quantitative kind, where qualitative is taken to mean either a particular form of approach to research or something historical or philosophical pertinent to the aims of the European Forum on Educational Administration. The forum is particularly anxious to encourage young authors. Submissions will be subject to ‘blind’ refereeing.

Journal articles should be no longer than about 3000 words.

They should be presented electronically for A4 sized paper using Times New Roman Print with font size 12. The left hand side should be justified with a margin of 4 cms.

Each article should be accompanied by a front page which gives the following information:

1. Title of the article.
2. Name of the Author as the person wishes it to be published.
3. Institution with which the Author is associated.
4. Address for communication with the author.
5. E mail address.
6. Telephone number.

The article should begin on the second page. This page should have the title of the article only and this should be in 14 point bold.

Headings within the article should be in 12 point bold and left hand justified.

Drawings and tables should be placed at the end of the text. Each drawing or table should be on a separate page. Each drawing or table must be to the standard normal to journals and be correct. They cannot be corrected after final submission.

Each article should be accompanied by an abstract of not more than 250 words that will normally be completed in sections with the following headings. 1. Background. 2. Purpose (Hypothesis). 3. Design/Method/Argument/assumptions. 4 Results (where necessary). 5. Reservations/limitations (where necessary) 6. Conclusion(s). 7. Key words.

**Society for Management in Education (SMEI) edition 2011.**

1. Papers must be submitted by April 30th 2011.
2. Papers will be refereed blind during May.
3. Papers will be returned to authors with comments early June.
4. Papers will be revised during June.
5. Papers should be forwarded to the editors by Mid-July.
6. Papers will be forwarded to the publisher at end of July.
7. Journal will be published in October.
8. Submissions from non-members of the Society will be accepted but the annual fee of the Society will be required.