

EDUCATION LAW INTO PRACTICE

EDITORIAL PROCEDURES

1. All manuscripts will be screened by one of the co-editors. Any manuscript that clearly does not meet publication criteria will be returned to the senior author without review but with an explanation of the unmet criteria.
2. All manuscripts that survive the initial screening process will be submitted to at least three reviewers for a blind review. Reviewers will be selected based on their knowledge and expertise in the topic area.
3. Final decisions on publication will be made by the co-editors. The editors may 1) accept the manuscript for publication as is subject to routine editing, 2) provisionally accept the manuscript contingent on specific revisions being made, 3) invite the author(s) to substantially revise the manuscript and resubmit it for another round of peer reviews, or 4) reject the manuscript for publication.
4. The senior author will be notified of the publication decision via email. A formal notification on letterhead can be provided on request if needed.
5. Authors of manuscripts accepted for publication will be asked to sign an agreement form assigning literary rights to the West Publishing Co. All published articles will be copyrighted by West.
6. The editors reserve the right to make nonsubstantive changes to the manuscript, such as the correction of typos and other obvious grammatical and spelling errors and compaction of material for more efficient page formatting. Any substantive changes will be cleared with the senior author prior to publication.
7. All articles will be republished in *ELA Notes* after their publication in *West's Education Law Reporter*. Generally articles are republished in *ELA Notes* exactly as they appeared in the *Reporter*. However, on rare occasion, authors will be allowed to provide minor updates.