



**Education Law Association
Solicitation for Editors
for**

***The Principal's Legal Handbook 7th Edition, A Guide to Special Education Law 2nd Edition,
& Legal Literacy for Public School Teachers 2nd Edition***
September 12, 2022

The Education Law Association seeks individuals and/or teams of individuals who would like to be part of an editorial team for one or more of the following publications: *The Principal's Legal Handbook*, *A Guide to Special Education Law*, and *Legal Literacy for Public School Teachers*.

Required Qualifications for Editors:

- Educational law content expertise through scholarship and/or practice;
- Prior experience in scholarly or practitioner publishing;
- Demonstrated organizational and attention to detail skills; and
- Proficiency with Bluebook Citation Manual.

Responsibilities of editors for each book:

- Manage review of the chapters assigned;
- Write/co-write an introduction to summarize the book and provide a running order of chapters and updates;
- Connect with current edition authors for updates and revisions;
- Identify and invite additional authors to update and/or contribute to the book as needed;
- Set deadlines to ensure timely submissions and publication;
- Verify that authors have copyright permission for anything they plan to include in their chapter;
- Verify accuracy of materials and citations;
- Support copy editing as needed;
- Identify a cover image (if requested) when the book is completed; and
- Assist with marketing activities for the book.

Work Purpose Statements:

The Principal's Legal Handbook:

The Principal's Legal Handbook is the hallmark publication for ELA, currently in its 6th Edition (2017). ELA is preparing to update the material for a 7th edition to reflect current legal language and rulings. The updating process is a collaborative endeavor that requires editors to provide feedback and authors to update the material. The anticipated publication date for the 7th edition is November 2023.

A Guide to Special Education Law:

A Guide to Special Education Law is a newer ELA publication currently in its 1st edition (2017). ELA is preparing to update the materials for a 2nd edition to reflect current legal language and rulings. The updating process is a collaborative endeavor that requires editors and authors to convene and update the material. The anticipated publication date for the 2nd edition is eight months after *The Principal's Legal Handbook*.

Legal Literacy for Public School Teachers:

Legal Literacy for Public School Teachers is a very new ELA publication currently in its 1st edition (2021). ELA is preparing to update the materials for a 2nd edition to reflect current legal language and rulings. The updating process is a collaborative endeavor that requires editors and authors to convene and update the material. The anticipated publication date for the 2nd edition is eleven months after *The Principal's Legal Handbook*.

Time Commitments:

Principal's Legal Handbook

Based on prior editions, editors typically find that it takes approximately 200 hours of work spread over a period of about 18 months to fully edit an edition of the *Principal's Legal Handbook*. We anticipate having multiple editors who will split the chapters and other duties so that the total time commitment for each editor will be significantly less. There are currently 41 chapters and each chapter on average takes about 4 hours to edit.

If you are applying as a team, we recommend a team of 4-6 editors. If you are applying individually, we will establish a multiple editor team for this book.

A Guide to Special Education Law:

This book is based on *The Principal's Legal Handbook*, with some overlapping content but with a particular focus and directed, to an extent, to a different readership. We anticipate that it will

take a minimum of 50 hours of work spread over a period of about 3 months to fully edit an edition of *A Guide to Special Education Law*. There are currently 12 chapters in *A Guide to Special Education Law*. We anticipate having multiple editors who will split the chapters and other duties.

Legal Literacy for Public School Teachers:

This book is based on *The Principal's Legal Handbook*, with some overlapping content but with a particular focus and directed to a different readership. We anticipate that it will take a minimum of 75 hours of work spread over a period of about 6 months to fully edit an edition of the *Legal Literacy for Public School Teachers*. There are currently 9 chapters in *Legal Literacy for Public School Teachers*. Additional chapters addressing additional topics will be considered for the next edition. We anticipate having multiple editors who will split the chapters and other duties.

Tentative Timelines: (Sample Timeline)

Solicitation for Editors: Sept. 12, 2022 - Nov. 15, 2022

Editor Selection and Interviews: Nov. 16, 2022 - Dec. 16, 2022

Principal's Legal Handbook

- Initial Editorial Review Team Meeting: Jan. 11, 2022 (Publications Committee Meeting)
- Submission of Editorial Materials to Copy Editors: July 1, 2023
- Review and Editing: July 1, 2023 - Oct. 30, 2023
- Publication: December 2023

A Guide to Special Education Law:

- Initial Editorial Review Team Meeting: January 2024
- Submission of Editorial Materials to Copy Editors: March 1, 2024
- Review and Editing: March 1, 2023 - June 30, 2024
- Publication: August 2024

Legal Literacy for Public School Teachers:

- Initial Editorial Review Team Meeting: January 2024
- Submission of Editorial Materials to Copy Editors: June 1, 2024
- Review and Editing: June 1, 2023 - Sept. 30, 2024
- Publication: Nov. 2024

Proposal/Application Submission: If you are interested in serving as an editor for one or more of these books, please submit a proposal. Your proposal will be evaluated by the Publications Committee with the Board of Directors serving as the final decision maker.

Proposals are due by November 15, 2022

All proposals should be submitted to:

Education Law Association
Publications Committee
c/o Kimberly Waite-Cooper, ELA Project Support
kimberly.waitecooper@educationlaw.org

Proposal/Application Components:

1. Letter/statement of interest
2. Names, affiliations and a short CV of the proposed editor(s)
3. Statement proposal which must include:
 - a. Proposed chapter titles and summary of needed updates
 - b. Author recruitment strategy
 - c. Proposed timeline for author recruitment, editing process, book completion
4. Writing or editorial sample of the applicant editor(s)

Compensation:

Editors will serve in a voluntary, non-compensated role. The Education Law Association will hold the copyright for all materials included in the book. However, all editors will receive title page recognition for their contributions.

Applicant Contact:

Application/proposal questions should be directed to:

Education Law Association
Publications Committee
c/o Kimberly Waite-Cooper, ELA Project Support
kimberly.waitecooper@educationlaw.org