

Penn GSE Perspectives on Urban Education

Submission Guidelines

Thank you for submitting your work to the Penn GSE Perspectives on Urban Education Online Journal.

Text submissions should be sent electronically to journal@gse.upenn.edu, and should include the following 2 documents, both in .docx format

Multimedia submissions should be under 30 minutes and should be sent electronically to the above e-mail along with Document 1.

Document 1: Cover Page

1. Author(s) full names – indicate primary contact
2. Authors(s) emails -- indicate primary contact
3. Affiliation/School/Organization
4. Type of submission (Feature article, commentary, voice from the field, book review)
5. Title of work (<10 words)
6. Running head (<75 characters)
7. Acknowledgements (<50 words)
8. Author bio(s) (<75 words each)
9. APA-style references to personal work
10. Abstract (<100 words)
11. Up to 5 key words/themes

Document 2: Initial Submission

1. Submissions should be typed in 12-point font and double-spaced, with default margin settings, for easy readability. Written pieces should be sent as Microsoft Word documents with the .docx extension.
2. Use APA guidelines for all citations. For more information on APA guidelines, see <http://owl.english.purdue.edu/owl/resource/560/01/> or refer to the *Publication Manual of the American Psychological Association, 6th Edition (2009)*.
3. Your name or affiliation should not appear anywhere in the submission, including in the header or footer, title page, or references. Please blind any references to personal work.
4. Please only submit articles that have not been published and/or are not currently under review elsewhere. We encourage graduate students to submit their ongoing work. However, if you are interested in submitting content from a course paper, it should be revised to reflect the format of a journal article.

Questions can be directed to journal@gse.upenn.edu. For more information or to see past issues of the Journal, visit <http://www.urbanedjournal.org>.

Penn GSE Perspectives on Urban Education retains copyright for all published work.

Details for Each Submission Type

Feature Article

A feature article is empirical (qualitative, quantitative, or mixed methods) research and includes the following sections: literature review, theoretical and/or conceptual framework, methods, analysis, and discussion. The argument should be clear and well-crafted. *Perspectives on Urban Education* seeks research that adds to and deepens understanding of educational issues in urban contexts. Feature articles are selected for publication on the basis of originality and relevance to the field of urban education.

Length: 8,000 words max.

Abstract: 100 words max.

Photos/Images: Include as additional high-resolution attachments clearly labeled [Image 1; Image 2; etc.]. In-text clearly mark [Insert Image 1].

If including pictures of minors, must submit PDF of consent and release forms.

Commentary

Submissions for commentaries should report opinions on topical issues in education, respond to current controversies and debates, or apply academic theories to practice. *Perspectives on Urban Education* encourages commentaries that are both traditional short essays or reflections as well as nontraditional in terms of their presentation and may incorporate multimedia such as videos, photo, blogs, podcasts, vlogs, etc. Commentaries need not include a literature review or description of methodology but should develop a coherent and well-informed interpretation or analysis of a current urban educational issue.

Length: 3,000 words max.

Abstract: 100 words max.

Photos/Images: Include as additional high-resolution attachments clearly labeled [Image 1; Image 2; etc.]. In-text clearly mark [Insert Image 1].

If including pictures of minors, must submit PDF of consent and release forms.

Voices from the Field

Voices from the Field is designed to encourage thoughtful reflection from those who are positioned to have current first-hand knowledge of critical issues of teaching and learning in an urban context. *Perspectives on Urban Education* encourages writing from a variety of voices within different urban educational settings: teachers, students, parents, social workers, community leaders, and others with experience in education. Voices from the Field should present what those working in education have learned through their practice and/or research or provide a commentary on educational practice, experiences and ideas. We welcome early-stage reports on research in progress.

Length: 1,500 words max.

Abstract: 100 words max.

Photos/Images: Include as additional high-resolution attachments clearly labeled [Image 1; Image 2; etc.]. In-text clearly mark [Insert Image 1].

If including pictures of minors, must submit PDF of consent and release forms.

Book Review

Our goal is to provide readers with a timely guide to newly published literature on teaching, learning and leading within an urban educational context. We encourage you to reach out to publishers to secure a copy of the book you are interested in reviewing. In some cases the publisher will not release a copy of a book without a letter from the *Journal*. If this is the case, please email us at journal@gse.upenn.edu with the title of the volume; a brief blurb as to its relevance to the mission of this journal; and the publisher name, mailing address, and contact information. The book is yours to keep in appreciation for writing the review. If for any reason you will be unable to complete the review, we ask that you return the book to us so we might send it out to another reviewer.

Length: 800-1200 words

Suggested Content:

- An overview of the book's topic or argument
- An assessment of its strengths, weaknesses, and overall contribution
- An evaluation of its usefulness for readers' teaching or research
- Avoid citations of other works, but if you must use them, please include a reference list at the end of your review.

Format: Include at the top of the first page of your review:

- The full book citation [see below for format]
- Your name and affiliation as you wish them to appear
- Print all text double-spaced, including block quotes
- Leave right margin "ragged" (unjustified)

Note: Reviewers of edited volumes are not obliged to mention each contribution separately, but please make brief reference to the overall size of the book (e.g., it contains 12 chapters) and provide an overview of the chapters or themes presented.

Please refer to these samples for use on the first page information:

American Indian Higher Educational Experiences: Cultural Visions and Personal Journeys. Terry Huffman. New York: Peter Lang, 2008. 228 pp.

Reviewed by Dorothy E. Aguilera, *Lewis and Clark College*

Reimagining Civic Education: How Diverse Societies Form Democratic Citizens. E. Doyle Stevick and Bradley A.U. Levinson, eds. New York: Rowan and Littlefield, 2007. 349 pp.

Reviewed by Jeannette Bellemeur, *University of Texas at Austin*

General Formatting Guidelines

Please use the following checklist to format submissions. Proper formatting and careful copy-editing ensures that our reviewers can focus on content and will increase the chances of your article being accepted for publication. After the initial review process, any articles that do not meet these formatting guidelines will be returned to the author(s) with suggestions for reformatting prior to publication.

For examples of actual articles, please visit our website and download our most recent issue.

Article Heading

Do not include any running headings throughout the article. The article heading should appear at the top of the first page of your article in the following format:

- **Example:** More Than a Least Restrictive Environment: Living Up to the Civil Covenant in Building Inclusive Schools

Section Headings

Section headings should all be formatted as follows:

- Largest level headings are in ALL CAPS, left justified.
- Middle level headings are in Title Case, left justified.
- Smallest level sub-headings are at the beginning of the first line of the paragraph in **Bolded sentence case**.

Spacing

Place only one space after punctuation.

Indentation and Paragraph Spacing

The article text should be double-spaced and the first line of each paragraph indented ½”.

In-Text Citations

Citations must follow APA guidelines. We have found that the following rules are commonly misinterpreted:

- Parenthetical citations should include a comma to separate the author’s name and the year of publication and a semicolon to separate individual references. Example: (Gupta, 2006; Jimenez, 2004)
- In parenthetical citations that include more than one reference, the references must be listed in alphabetical order. Example: (Gupta, 2006; Jimenez, 2004; Smith et al., 2007)
- For sources with three or more authors, after the first time the source is cited it should be referred to with “et al.” Example: (Smith et al., 2007)
- For all other APA citation guidelines, refer to the *Publication Manual of the American Psychological Association, 6th Edition* (2009). You may also visit <http://owl.english.purdue.edu/owl/resource/560/01/> for help with APA formatting guidelines.

Quotations

Quotations that are 39 words or fewer should appear in the text of the paragraph. Quotations that are 40 words or more should appear as block quotes, double-spaced and indented ½” on the left side only.

Racial Categories

Capitalize all racial categories. For instance, use Black and White as opposed to black and white. (Other labels, such as Hispanic, Latino, African American, Asian, Arab, etc. are also appropriate to use and should be capitalized as well.)

Passive vs. Active Voice

Please try to avoid using the passive voice in your writing. Examples of passive vs. active voice can be found in Section 2.06 (entitled Verbs) of the APA Manual.

Endnotes

Use endnotes, not footnotes. Endnotes should appear at the end of the document before the reference list.

Reference List

The reference list should adhere to the following guidelines:

- This should be the last section of the article and be titled References.
- All references should conform to current APA guidelines.
- There should be no paragraph spaces between references.
- Format references so that the first line of each reference is not indented and all subsequent lines of each reference are indented ½" on the left side.