Submission Guidelines

Length of manuscript
Manuscripts should be approximately 4000-5000 words. The word count is inclusive of the body of the article, including any tables and charts until the beginning of the references. The word count DOES NOT include the Title, Abstract, or References. Citation/References are to be in APA style. Author identification should not appear on any page other than the first.

Preparation of the manuscript
The First page of the manuscript should contain the following:
- title of the article
- name of author(s)
- institutional affiliation of author(s)
- institutional mailing address
- e-mail address

The Second page of the manuscript should contain the following:
- title of the article
- Abstract - An informative, comprehensive abstract of 100 to 150 words. This abstract should summarize succinctly the major points of the paper.
- The article should follow the title and the abstract.

NOTE: CICE uses a blind review process; please remove any and all author-identifying information from all pages except the first. Failure to do so may result in the immediate rejections of your submission.

Citations
The format of citations, references, and other details should be prepared in accordance with the latest version of Publication Manual of the American Psychological Association (APA) available from APA, 750 1st St., NE, Washington, DC 20002 USA. A list of online resources for APA style can be found at http://www.psych-web.com/resource/apacrib.htm. All references in the reference section must be formatted in accordance with APA reference guidelines. Failure to do so may result in the rejection of your submission.

Tables and Figures
All tables and figures must be submitted in publication quality. Tables and figures should be prepared on separate sheets at the end of the running text. Indicate in the text where they are to be inserted. Number and type captions at the top of each table.
Endnotes and Footnotes
All notes will be published as endnotes. Notes need to be substantive and should not contain only references. Endnotes should be numbered in order and are indicated in the text between square brackets: [1], [2], etc.

Manuscript Submissions
CICE requires that manuscripts be submitted to cice@tc.columbia.edu. When submitting your manuscript, please fill out the subject line as follows: LastName_FirstName_Title and save the manuscript in the same format. If you intend to submit more than one manuscript for the same issue, please let CICE know.

In certain circumstances CICE may request that contributors submit additional copies of their manuscripts in hardcopy or on disk. If contributors are unable to access email we will accept disk/CD submissions by mail at Current Issues in Comparative Education (CICE), Teachers College, Columbia University, P.O. Box 55, 525 West 120th Street, New York, NY 10027.

Acceptance and Notification
CICE accepts submissions for upcoming issues on a rolling basis. For that reason it is to your advantage to submit earlier during the call for papers period rather than later. The pre-publication editing process will begin immediately upon acceptance of your submission and all authors are expected to respond to this process with reasonable alacrity. Regardless of whether or not your submission is accepted, you will be notified via email once a decision has been made.

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