

Policy No: I-6

Subject: *School Library Research* Article Submission Process

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors, *School Library Research* Editorial Board

**Policy Statement:**

The AASL *School Library Research* Editors may accept or reject material, whether solicited or otherwise.

**Focus:**

Primary: *School Library Research* Editors, AASL Staff, AASL Board of Directors, *School Library Research* Editorial Board

**Purpose:**

To define the process for manuscript submissions and publication.

**Procedure:**

1. Authors, whether solicited by the *School Library Research* Editors or unsolicited, will be required to follow the most current *School Library Research* author guidelines as published on the AASL website.
2. Manuscripts should be based on original research, an innovative conceptual framework, or a substantial literature review that opens new areas of inquiry and investigation.
3. The author(s) is responsible for ensuring all statements, names, and references are accurate and that the manuscript has not been submitted or accepted elsewhere.
4. The *School Library Research* Editor(s) will determine whether a manuscript should move forward to the blind referee process. Manuscripts that are accepted for review will be forwarded on to reviewers from the academic ranks of library education and/or distinguished professionals in building-level, district, or state-level library services.
5. Rejection by a majority of the referees normally results in rejection of the manuscript; however, it is at the *School Library Research* Editors' discretion if they choose to inform the author of referee recommendations for further revision and re-submission.
6. Final determination of re-submission is at the discretion of the editors.