

Tab 1

Journal of Education, Leadership, and Counseling

Founded in 2018, the University of Lynchburg's Journal of Education, Leadership, and Counseling (JELC) is designed to share the research and scholarship of University of Lynchburg undergraduate students, graduate students, and faculty in the fields of education, leadership, and counseling. This e-journal is an ongoing publication that expands and continues the work of the [LC Journal of Special Education](#).

Articles	Research studies, research-based articles, literature reviews, and book reviews conducted or written by University of Lynchburg undergraduate/graduate students or faculty are eligible to be published on this site. In addition, students and faculty at other higher education institutions may submit a research article or literature review related to education, leadership studies, or counseling for consideration.
Submission Guidelines	All University of Lynchburg student articles and dissertations must be reviewed, approved, and recommended by the course instructor, program director, or advisor and submitted to Turn-It-In prior to submission. All articles will be double-blind peer-reviewed by members of the Editorial Review Board. All manuscripts accepted for publication will be published on the University's website in the e-journal. Questions and submissions (as email attachments) should be sent to: leadershipsubmission@lynchburg.edu. Submission deadlines are Dec. 1 for winter and May 15 for summer.

Past Volumes:

- [Volume 15: 2018](#)
- [Volume 16: 2019](#)

- Volume 17: 2020

How to Prepare Your Manuscript

All manuscripts must meet the guidelines outlined above and may be submitted electronically as a Google document to leadershipsubmission@lynchburg.edu.

All manuscripts should include a cover page with the following information:

- Title of the manuscript
- Date of submission
- Author's name, mailing address, business and cell phone number, institutional affiliation and address, and email address
- Statement that this manuscript is not under consideration with any other journals, nor has it been published elsewhere prior (aside from a dissertation repository).

Manuscripts must have an abstract (100 – 120 words) and keywords (5-7 listed for search purposes) on the second page of the document.

Manuscripts submitted for consideration should adhere to the following stylistic attributes:

- All manuscripts must include a 150-word abstract and three (3) keywords.
- Articles should adhere to a 2500 to 3000-word limit,
- The manuscript should be typed in 12-point, Times New Roman font, double-spaced, with one-inch margins, and all pages should be numbered.
- The manuscript should adhere to APA format with all reference citations, quoted material, and the reference list consistent with APA (7th Ed.) guidelines.
- The manuscript should include appropriate headings according to APA form (all papers should have at a minimum center "A" headings and may also have flush left "B" headings under those center headings as appropriate).
- A list of references in APA form should follow on a page that is separate from the manuscript and follow the last page of the text.
- All tables and figures should be noted in text, numbered in sequence, and then either embedded as appropriate in text or included on a separate page after the references (if tables and figures are included).
- Authors are responsible for ensuring that any tabular or graphic material used from another source is appropriately included within the manuscript for publication in this journal. Securing permission for such content is the responsibility of the author. Authors must also assume responsibility for crediting information to the appropriate original source.

- Human Subjects Review: It is the author's responsibility to obtain and provide evidence of all necessary institutional permissions (i.e., Institutional Review Board approval) and informed consent/assent if data reported were collected from human subjects.

Authors will be notified upon receipt of their manuscripts within 10 business days. After a preliminary editorial review, manuscripts that meet journal specifications will be sent to reviewers. Except for the cover page, our Journal of Education, Leadership, and Counseling requires authors to omit any identifying information to ensure a blind review. An email from one of the editors will be sent following the blind review, usually within six to eight weeks.

If you discover a small error after submitting your manuscript, please do not send a correction; we can correct errors in the editing process.

January 2025

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