

Guidelines for Final Manuscript Preparation

Following the guidelines below will assist in the editing and publication process. Manuscripts that do not follow these guidelines may be returned to the author. Failure to follow these guidelines may result in a delay in publication.

1. Electronic copies are preferred. The manuscript must be in Microsoft Word (PC compatible) format.
2. Follow the *Bluebook*. Citations should be in endnotes, not included within the text. Authors should check a recent edition of *West's Education Law Reporter* to see proper citation format.
3. Use the endnote (not footnote) function of the word processor. Endnotes should begin on a separate page following the text.
4. Headings should be as follows:

| LEVEL | POSITION | CASE | TYPEFACE |
|---------------|------------------------|-------------|-----------------|
| Article Title | Centered | All Caps | Regular Bold |
| Level 1 | Centered | All Caps | Regular Bold |
| Level 2 | Centered | Upper/Lower | Regular |
| Level 3 | Centered | Upper/Lower | Italics |
| Level 4 | Left Margin | Upper/Lower | Italics |
| Level 5 | Beginning of Paragraph | Upper/Lower | Italics |

5. Use Times New Roman 12 point font for everything, including headings and endnotes. Double space everything, including bulleted material, quotations, and endnotes.
6. Carefully edit the text for typos. Pay special attention to typos in the endnotes.
7. Information on the author(s) should be provided on a separate page in the following format: Name, position, institutional affiliation, city, state. If you hold a position within ELA or formerly held a position in ELA, please include that information.

Example: Dr. Osborne is Principal, Snug Harbor Community School, Quincy, MA.
He is a past president of the Education Law Association.

8. A brief abstract should be provided on a separate sheet. Please consult the *Future Commentary* section of the advance sheets of *West's Education Law Reporter* for an example.
9. A West Publication Agreement form must be signed by all authors. It is the responsibility of the senior author to obtain the signatures of all other authors. This form will be provided by the ELIP editor and must be returned to the ELIP editor promptly.