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Dear Author of White Paper Submission,

Thank you for submitting a white paper to our journal for potential publication. Our Editorial Board will review your work and determine if it aligns with our focus on educational practitioners. Our Board has designed a reflection rubric for white paper authors. The tool below should be utilized before, during, and after the writing process. This process will help to assure that you have completed your writing in a way that clearly reflects what the Board wants from our white paper authors' submissions. Authors must write the white paper in a way that closely aligns with each criteria description found in the rubric. Upon completing our review process, a member of our Editorial Board will notify you of our publication decision.

All the best on your writing journey!

Your *Essays in Education* (*EIE*) Editorial Board

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**Instructions and Guidance for White Paper Authors**

*Essays in Education* suggests submissions of a maximum of 6 single-spaced pages excluding title page, reference pages, and appendices. In our experience, articles of this length are most suitable for practitioners.

**Definition:**

White papers are concise reports that inform readers about complex topics with the aim of helping them better understand issues, solve problems, or make decisions. For our purposes, white papers should be relevant for educational practitioners and the larger community.

**NOTE:** All rubric ratings by the author and peer-reviewer should reflect a “Meets” rating for each area being reviewed. When this is achieved, the peer-reviewer considers the writing publishable.

**STEP 1:** The writer should consider white paper topics of concern or importance that are (or should be) relevant to educators and in line with the journal’s practitioner focus. The writer should study the submission rubric below before beginning the writing project so that he/she is aware of the Editorial Board’s standards for white paper writers to the journal. The writer should become familiar with the suggestions written in the *Description of Criteria* section of the rubric and use the descriptions to craft their written work.

**STEP 2:** Once the author has thoroughly reviewed the submission rubric, it is suggested that he/she begin organizing thoughts and ideas by crafting an outline aligned to the rubric and draft the iteration to potentially be published. It is important that all white paper authors follow the rubric closely during the writing process so the author (and Editorial Board) can easily compare the writing to the rubric.

**STEP 3:** Create an initial draft of the writing. When the writing closely matches the *Description of the Criteria,* submit your initial draft ***and*** the completed rubric to the Editorial Board. The Board will review the draft. If the Editorial Board deems the writing as “practitioner focused,” it will be forwarded to a peer-reviewer for their review. The peer-reviewer will review the editorial in blind fashion and complete the identical review rubric as did the editorial author.

**STEP 4:** Upon completion, the peer-reviewer will make one of three recommendations to the Editorial Board, (1) Accept, (2) Revisions Required, or (3) Reject. The Editorial Board will notify the author of the publication decision and a timeline for making revisions, as required.

**White Paper Submission Rubric**

**REMINDER:** Please limit submissions to a maximum of 6 single-spaced pages excluding title page, reference pages, and appendices.

| **Author to reflect by placing an ‘X’ in all columns below (Missing, Approaching, or Meets)** | | | | |
| --- | --- | --- | --- | --- |
| **Criteria** | **Description of Criteria** | **Missing** | **Approaching** | **Meets** |
| **The Writing reflects a concise report that informs readers.** | The writer structures the work in a brief, well-organized, and straightforward way. |  |  |  |
| **The Writing addresses complex topics to help better understand issues, solve problems, or make decisions.** | The writer provides ample information and explanation to simplify and provide clarity to a complicated issue or concern to help readers to be better informed, take a position, or make a decision. The paper includes a problem statement when applicable, and if the writer takes a specific position on the topic, they provide sufficient information on both sides of the issue. |  |  |  |
| **The Writing is relevant for practitioners and the larger community.** | The topic of the white paper is a current education issue of general interest to practitioners and/or leaders working in the field of education, as well as to the community at large. |  |  |  |
|  | **FOR EDITOR’S USE ONLY** |  |  |  |
| **Editor’s Narrative Feedback** | | | | |
| **Publishing Decision:**  Accept\_\_\_\_  Revisions Required\_\_\_\_  Reject\_\_\_\_ | | | | |
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