

Leadership and the Humanities

Author Guide

Introduction to *Leadership and the Humanities*

The journal *Leadership and the Humanities* has its genesis in the belief that the disciplines of the humanities offer unique and important insights into the understanding and practice of leadership. The strength of the humanities has ever been the depth that they provide to our understanding and comprehension of the essential human condition. The disciplines of the humanities—Classics, History, Literature, Philosophy, Religion, Linguistics, Law, and the Visual and Performing Arts—prioritize meaning and purpose rather than mechanical causality. These approaches to knowledge enhance self-reflection and are likely to engender empathy for others and an active sense of civic duty. Applied to leadership, understanding how humans find meaning and shared purposes goes to the heart of the relational process that we call leadership.

Leadership and the Humanities is committed to publishing the best articles grounded in the humanities and providing insights into leadership. Because our audience is multidisciplinary and the subject of leadership itself is so all-encompassing, we will prioritize submissions that, while they demonstrate the author's command of a specific subject, nonetheless have the potential to appeal to as many leadership scholars as possible. Thus articles that may have implications and appeal beyond a particular specialty, or are likely to engage in common concerns, will receive favorable consideration. Given our mandate to engage the interests of the entire field of leadership studies, we seek a broad array of contributions that draw from all the humanities and address the human condition in all of its richness and diversity.

Submission Guidelines for Contributors

Leadership and the Humanities is an English language journal. Manuscripts should not exceed 9000 words in length (including notes) and should include a list of keywords (maximum 8). In keeping with our commitment to serving the many disciplines encompassed in the humanities, we are prepared to accept submissions formatted according to the style manuals of either the Modern Language Association (MLA) or the *Chicago Manual of Style*. Please submit your manuscript as a Word file e-mail attachment, directed to the following address:

LATHeditor@e-elgar.com

To facilitate double-blind review, the title page should be without names or affiliations. Please include a 250-word abstract. The covering e-mail should include the author name, affiliation, and contact information.

No manuscript will be considered for publication if it is concurrently under consideration by another journal or if it has been published elsewhere. These restrictions apply to the substance as well as the exact wording of the manuscript.

Electronic files

Text should be saved as .doc files. A modern version of Microsoft Word is recommended as the software because it is so widely used. Please ensure that you save the most recent version of your file. We suggest using the 'Save As ...' option to save the most recent version and naming it with the date the file was created.

Present your file as simply as possible. Do not do any designing or formatting. Regardless of how smart the text looks on screen, any complex formatting will have to be stripped out. Complex formatting will take up more of your time and will also complicate and delay the production process. All text should be ranged left, unjustified and without hyphenation for word division at the ends of lines. Use hard carriage returns only to end headings and paragraphs and to signify indents. Use tabs to identify new paragraphs. Be careful not to key in unnecessary spaces: only one space is necessary at the end of a sentence after a full point. One space must be keyed after a comma or other punctuation and before an opening parenthesis.

Headings

Heading levels (a maximum of three which may be numbered in Arabic, eg 1, 1.1, 1.1.1, etc) should be clearly indicated throughout. Please type all headings with initial capital for the first word only. Do not use underlining or capitals (except for proper nouns).

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Libel

Please ensure that you do not make any defamatory or injurious statement about living persons, institutions or other organizations which could result in libel claims.

Copyediting

The publisher will copy edit the text and the layout will be determined by the journal style. The actual copy editing will be undertaken by a freelance and the article will be read through carefully for clarity and consistency. The grammar will be checked and any queries noted. Our copy editors are not subject experts so, while they can improve grammar, the meaning needs to be clear. The copy editor will contact you with any

queries that arise.

If any amendments need to be made to your article this will be the final chance. Any changes you wish to make at this stage should be listed and should be kept to a minimum. Revisions to your text will delay publication. Do not amend your files and submit a revised file at this stage.

After the file has been checked it will be sent to the typesetter. Proofs will be sent to you in pdf files so that you can check that no errors have been made when the file was converted. Alterations at this stage would be extremely expensive and time consuming and might delay publication of the journal.

On publication

Corresponding authors will receive a complimentary copy of the issue containing their article and a pdf file of the article.

The Review Process

On occasion, the editors commission articles on particular topics and review essays. In those instances, the review process is handled exclusively by the editors. The vast majority of proposed contributions are unsolicited, and go through the following process: the editor-in-chief will read each submission and, if it looks as if it is a legitimate candidate for inclusion in *LATH*, will assign it to one of the associate editors, based on area of expertise and workload. That “action editor” will then be responsible for securing three reviewers to conduct a “double-blind” review of the article. Based upon the reviewers’ comments, the action editor will inform the author of his/her ultimate decision to accept, reject, or invite to revise-and-resubmit the piece. In all instances efforts will be made to provide constructive comments to authors.

Reviewer Guide

Thank you for the effort and expertise that you will contribute to reviewing a submission to *Leadership and the Humanities*. This review must be conducted with confidentiality. You should not know the identity of the author, nor will the author discover the identity of the reviewer. (The only exception to this rule occurs when all parties agree to make themselves known to one another). Please evaluate this submission according to its originality, strength of argument and the evidence that supports it, and the insights it brings to leadership. Attention should be paid to organization and clarity of expression.

When you have completed your evaluation of the submission, please compose a brief summary of your conclusions. It should be in the form of a Word document attached to an email. Your review should begin with a quick summary of the article and the key elements of your review. These elements should then be elaborated. Commentary should be courteous and constructive (it will likely be shared with the author), and should not reveal your identity. Providing insights into deficiencies is important. You should explain and support your judgment so that both editor and author are able to understand the reasoning behind your comments.

In the covering e-mail (which will not be shared with the author), please indicate whether you advise the editor to:

reject the manuscript

accept the manuscript without change

accept with minor revisions

accept contingent on major revisions

In the latter case, clearly identify what revision is required, and indicate whether or not you would be willing to review the revised article.

Again, thank you for your willingness to perform this important function.