

**CANADIAN RESEARCH IN TEACHER EDUCATION:  
A POLYGRAPH SERIES /**

**LA RECHERCHE CANADIENNE SUR LA FORMATION DES ENSEIGNANTS:  
UNE COLLECTION DE POLYGRAPHIES**

**Guidelines for Prospectus and Polygraph Publications**

(Approved by the CATE Executive, June 2012, revised November 2016)

***Purpose of the Series***

The Polygraph Series has the purpose of supporting teacher education practices and research in teacher education in and across Canada by providing theme and issue-based research and scholarly work relevant to teacher education in the Canadian context.

An introduction to the Polygraph Series as well as access to volumes published to-date can be found at <https://sites.google.com/site/cssecate/polygraph-book-series> and now here <http://cate-acfe.ca/polygraph-book-series/>

The Executive Committee of the Canadian Association for Teacher Education (CATE) publishes the volumes on behalf of the association and obtains ISBN's for these publications as well as lists them with Libraries and Archives Canada.

***Prospectus for a New Volume***

Proposals for a new volume should be guided by the idea of bringing together work by different researchers and scholars around a particular issue or topic and should include evidence of having significance for research in Canadian teacher education and / or significant contribution by Canadian teacher education scholars and researchers. Proposals will be assessed on such evidence. In addition to original work, previously published articles and chapters can be considered for reprint in a volume. The CATE Executive Committee encourages particularly volumes with contributions in both English and French. In all cases, the editors of a proposed volume will need to provide an English *and* French language abstract for each chapter.

Based on responses to the following questions and possibly additional questions, the CATE Executive Committee will decide on the inclusion of the proposed book as a volume in the Polygraph Series. If a book proposal is accepted, the editor(s) will be responsible for all aspects of the preparation of the volume including copy editing for current APA style attending to all matters of writing convention. CATE will provide a series page listing other documents in the polygraph series to be inserted in the front matter of your polygraph.

The CATE Executive Committee is responsible for arranging for the assignment of an ISBN, submission to Library and Archives Canada, and publishing an electronic copy of the volume on the CATE website.

A prospectus for a new volume should include the following information:

*Issue / Topic*

- What is the topic or larger issue that the planned volume will address?
- Why is this topic or larger issue relevant to teacher education in the Canadian context? In what way do Canadian scholars and researchers contribute substantially to the volume?
- What is the planned title of the proposed volume?

*Editors*

- Who will the editor(s) of the planned volume be?
- What are the credentials of the editor(s) with respect to the topic or issue and to the role of an editor?

*Chapter Contributions of the Planned Volume*

- What is the planned chapter structure of the volume with respect to parts and sections and the number of chapters?
- What are the planned chapters (if known)? Who are the chapter authors (if known)?
- If the plan is to include reprinted works as additions to the polygraph, have the authors been contacted?
- How will chapter contributions to the planned volume be solicited? (if applicable)
- How will contributions to the planned volume be selected among submissions? (if applicable)

*Peer-Review and Copy-Editing Process for Chapter Contributions*

- Some kind of appropriate peer-review process for original chapters for the proposed volume is required. This requirement does not apply to an introductory chapter by the editor(s). What peer-review process is planned for the contributions to the proposed volume?
- Some kind of appropriate copy-editing process is required for all original chapters for the proposed volume. The editors are responsible for the quality and costs of the process. The CATE Executive Committee reserves the right to assess the quality of the copy editing. What copy-editing process is planned for the contribution to the proposed volume?
- Editors should prepare a simple budget anticipating the costs of copy-editing and translation of abstracts into French along with possible sources of revenue to support this work.

*Timeline*

- What is the timeline of the project (from the planning to the publication)?

*Copyright*

- Authors retain copyright of their work and grant CATE the right of first publication. Authors retain the right to share the work in a subsequent publication

with an acknowledgement of the work's authorship and initial publication in the CATE polygraph.

***Submission of the Prospectus***

A prospectus for a new volume for the Polygraph Series can be submitted at any time.

The prospectus should be submitted for review to the President of the Canadian Association for Teacher Education (CATE), whose contact information is available at

<https://sites.google.com/site/cssecate/>