## JOURNAL OF POLICY AND LEADERSHIP

## Submission Checklist

You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at the revision stage, will you be requested to put your paper in to a 'correct format' for acceptance and provide the items required for the publication of your article. To find out more, please visit the details for Submission checklist. You can use this list to carry out a final check of your submission before you send it to the journal for review. Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- ✓ E-mail address
- ✓ Full postal address

All necessary files have been uploaded:

## Declaration and Verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint. In other words, it is not under consideration for publication elsewhere. Further, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref.

Changes to authorship Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor.

To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended.

If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum. Copyright Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Dominick Muya (PhD)

Editor-in-Chief (JPL)