Please write your article directly into this template. Do not copy-paste into a new document.

|  |  |
| --- | --- |
| **Article title** | Management, Leadership and Governance of Secondary Education (Country) |
| **Author 1** | Name Surname  Please write as you wish your name to be displayed on the resource (titles are not included). |
| **Author 1 blurb** | Name is Position at Name of Institution, Country.  e.g. John Smith is Lecturer at the University of Oxford, UK |
| **Author 2** | Name Surname  Please write as you wish your name to be displayed on the resource (titles are not included). |
| **Author 2 blurb** | Name is Position at Name of Institution, Country.  e.g. John Smith is Lecturer at the University of Oxford, UK |
| **Author email address(es)** | Author 1 email address; author 2 email address |
| **Regional Editor** | Regional Editor’s full name |

**[Keywords](https://sites.google.com/view/becs-guidelines/contributor-style-guidelines?authuser=0" \l "h.wo6jdd9cla80) [compulsory]** [not included in total word count]

* Outline key search terms related to your article to aid discoverability online
* Supply a minimum of 5 and a maximum of 10 words or phrases
* Please do not use words already included in your article title

**1.** Click here to enter text.

**2.** Click here to enter text.

**3.** Click here to enter text.

**4.** Click here to enter text.

**5.** Click here to enter text.

6. Click here to enter text.

7. Click here to enter text.

8. Click here to enter text.

9. Click here to enter text.

10. Click here to enter text.

[**Glossary terms**](https://sites.google.com/view/becs-guidelines/contributor-style-guidelines?authuser=0#h.bhho3dn3cyvi) **[compulsory]** [not included in total word count]

* Define specialized terms or key concepts used in your article in the style of a glossary
* Please include the term followed by a colon and a short (no more than 100 words) definition
* The glossary term must be present in the body of the article, please highlight its first instance in yellow.

**1.** Click here to enter text.

**2.** Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

5. Click here to enter text.

6. Click here to enter text.

**Text of the article** [1000 – 1500 words maximum]

Before you start writing, please read carefully and follow closely:

* [Author Guidelines](https://www.bloomsburyonlineresources.com/becs-support_author-guidelines)
* Article Outline for your article topic. **Please ensure you follow the prescribed structure as set out below, using the same subheadings and in the same order. If you do not follow the set structure, your article submission will be rejected.**
* [UNESCO ISCED classifications](https://www.bloomsburyonlineresources.com/becs-support_author-guidelines_isced) (for articles in Early Childhood, Primary Education, Secondary Education and Higher Education) or the correct age range (articles in Childhood and Youth sections)

**Leadership and governance of schools is the process of enlisting and guiding the talents and energies of teachers, pupils, and parents toward achieving common educational aims. Your article on management, leadership and governance in lower and upper secondary education in your country should discuss the topics below:**

**1. Research on Management, Leadership and Governance: What does the research say about management, leadership and governance in lower and upper secondary education in your country?**

Click or tap here to enter text.

**2. Structure: What is the organizational structure of secondary education in your country? What are the major units and subunits (e.g., principal or head teachers, subject departments, teachers, custodial personnel, counsellors, etc.)?**

Click or tap here to enter text.

**3. Administration: How are schools administered? Is there a central model or a local model of administration? What are the roles and responsibilities of these levels of leadership? What role does the government play in providing leadership for secondary schools?**

Click or tap here to enter text.

**4. Leadership: How are senior leaders appointed or elected? How long do they serve for? Is there a board of directors or a board formed by parents and community members that secondary schools are accountable to? Is there representation from teachers, parents, students in the governance of the school? How are important decisions (such as selection of textbooks, curriculum, etc.) made? Who participates? Is there student’s leadership within secondary schools? What are the typical governance roles in secondary schools? How are these students selected or elected? How long do they serve for? What formal authority are they granted? Who supervises?**

Click or tap here to enter text.

**5. Supervision: Is there external supervision of schools? Do these supervisors report to a central authority? What power do these supervisors have? What are supervision mechanisms?**

Click or tap here to enter text.

**6. Challenges: What are the strengths and weaknesses of secondary school leadership / governance models in your country?**

Click or tap here to enter text.

**[Further reading and online resources](https://sites.google.com/view/becs-guidelines/contributor-style-guidelines?authuser=0" \l "h.5bj83778kqd0) [compulsory]** [not included in total word count]

* Supply a minimum of 5 and a maximum of 10 suggestions
* Please write format these in the complete bibliographic style outlined in the contributor guidelines
* These suggestions must be unique from those listed in the references section.

**1.** Click here to enter text.

**2.** Click here to enter text.

**3.** Click here to enter text.

**4.** Click here to enter text.

**5.** Click here to enter text.

6. Click here to enter text.

7. Click here to enter text.

8. Click here to enter text.

9. Click here to enter text.

10. Click here to enter text.

[**References**](https://sites.google.com/view/becs-guidelines/contributor-style-guidelines?authuser=0#h.cf0zyzhqq70t) **[compulsory]** [not included in total word count]

* You must include all relevant references in full
* Use the Contributor Guidelines to ensure your references are written out correctly
* Do not include any footnotes or endnotes

Click here to enter text.

**Tables [optional]** [not included in total word count]

* Supply captions for all tables
* Please indicate where in the article the table should appear with a flag noting the file name and the caption in the relevant part of the text, for example:

[insert **Table 1: Caption** here]

**Approval Log**

Authors, do not delete the following section when submitting your article.

**Regional Editor Check**

* The text reflects and includes all of the subheadings from the Article Outline
* The text is aligned with relevant ISCED standards or age range
* The information is accurate and up to date, insofar as you can determine
* Quotations are kept to a minimum, and any lengthy quotations are properly cited.
* Routine moderate copyediting required
* Heavy copyediting required

If heavy copyediting required, note reasons and details:

Click or tap here to enter text.

* Article approved by Regional Editor

If article is not approved, note reasons below:

Click or tap here to enter text.

**Editor in Chief Check**

* Article approved by relevant Editor in Chief

If article is not approved, note reasons below:

Click or tap here to enter text.