Canadian Journal of Program Evaluation
- Instructions to Authors -

Journal Objectives

The Canadian Journal of Program Evaluation is published three times a year by the CES (under the international standard serial number ISSN 0834-1516). The *Journal* seeks to promote the theory and practice of program evaluation in Canada by publishing:

1. **Articles** of up to 6,000 words (generally) on all aspects of the theory and practice of evaluation including methodology; standards of practice; strategies to enhance the implementation, reporting, and use of evaluations; and evaluation audits/meta-evaluations. Articles reporting original empirical *research on evaluation* are of particular interest.

2. **Addressing Challenges in Evaluation Practice articles** of between 1,500 and 3,000 words that present real-life cases by evaluation practitioners.

3. **Evaluation Practice Notes** of between 1,000 and 3,000 words all aspects of evaluation practice with the goal of sharing practical knowledge, experiences and lessons learned of benefit to the evaluation community.

4. **Book Reviews** of up to 1,000 words that provide a critique of authored and edited volumes of interest and relevance to the evaluation field.

Author Guidelines

1. ARTICLES

Submissions on all aspects of the theory and practice of evaluation including methodology; standards of practice; strategies to enhance the implementation, reporting, and use of evaluations; and evaluation audits/meta-evaluations are encouraged. Articles reporting original empirical research on evaluation are of particular interest.

Submitted manuscripts will be evaluated in relation to:

- Relevance to the Canadian context in respect to either the programs subjected to evaluation or issues applicable to the practice of evaluation in Canada and elsewhere;
- Clarity and conciseness, articles of less than 6,000 words are encouraged;
- Originality;
- The mix of theoretical, methodological, and reported findings available for publication in any particular issue of the Journal.

The *Journal* publishes articles in both French and English. For specific *Manuscript Submission Guidelines* please see page 6.

2. ADDRESSING CHALLENGES IN EVALUATION PRACTICE

We encourage submissions that highlight real-life challenges encountered in evaluation design, conduct, reporting, knowledge transfer, and utilization. Rich descriptions of challenges and of approaches to addressing challenges are invited. Articles must include the following three sections and provide answers to all of the following "interview" questions:

Description of Case and Evaluation Context

- Why was the evaluation conducted? What did the client want to learn?
- What resources (time, money, in-kind, etc.) were available for conducting the evaluation? Were they suitable for answering the evaluation questions?

Description of Challenges and how they Impede the Evaluation Process

- What challenges did you face in conducting this evaluation?
- To what extent did you or could you have anticipated these challenges?
- How did these challenges affect the implementation of the evaluation?

Description of how Challenges were addressed

- How did you address each of these challenges?
- What should evaluators do to avoid these challenges to start off with?
- What would you recommend for others faced with similar challenges?
- What, if any, are the systemic issues that the evaluation community should address?

Submissions must follow this general structure and be written as interview questions and answers. Authors may add additional "interview" questions. Authors should aim for 1,500 to 3,000 words. All submissions will be subject to blind peer review. Review comments connecting the case to evaluation research literature will be published alongside the article.

3. EVALUATION PRACTICE NOTES

An Evaluation Practice Note is a brief, structured **description and analysis** of a subject of importance to evaluation practice. An evaluation practice note results from the **systematic examination** of one or many dimensions of one's own evaluation practice, with the goal of sharing what has been learned about what works (or not) and why. An Evaluation Practice Note is an **opportunity to share** our hard won lessons, innovative solutions and exemplary practices, and to contribute to the continuous improvement of our community of practice. It is also an **opportunity to publish and gain recognition** for our professional contributions.

Objectives of the Evaluation Practice Note Section:

- To promote the sharing of knowledge, experience and insight gained through the systematic examination of various dimensions of evaluation practice
- To build a repository of the collective knowledge of the Canadian evaluation community of practice
- To foster the ongoing development of a strong Canadian evaluation capacity

Evaluation Practice Note Guidelines:

A. Format
- Between 1,000 and 3,000 words long
- Approximately 10 to 12 references
- Complies with the CJPE <http://evaluationcanada.ca/en/4/23>

B. Topics

The dimensions of **evaluation practice** that could be the subject of a practice note include (but are not limited to):

- Managing evaluation functions
- Planning evaluation work
- Contracting evaluation projects
- Managing evaluation projects
- Designing evaluation projects
- Designing evaluation methods and data collection strategies
- Designing performance measurement and data collection strategies
- Engaging evaluation stakeholders
- Employing innovative evaluation methods and strategies
- Conducting evaluation projects
- Reporting and communicating evaluation results
- Fostering the use of evaluation
- Undertaking research on evaluation
- Teaching evaluation
- …and so forth…

C. Content

- Introduction and/or context section to orient the reader

- Brief description of the dimension(s) of practice being examined, with references to relevant literature as applicable

- Overview of method(s) used to systematically examine or analyse the dimension(s) of practice to extract what was learned (e.g., reflective case study, post-mortem, key informant interviews with team members, analysis against theoretical models or frameworks, etc.)

- Description and analysis of what was learned, with emphasis on highlighting the factors that are thought to account for success (or lack of success)

- Conclusions and implications for evaluation practice, theory and/or research, in Canada or elsewhere

Evaluation Practice Notes Peer Review Process:

- Manuscripts will be subject to blind review by up to four (4) expert members of the evaluation community.

- The following criteria will be used by reviewers:

    - Relevance to the practice of evaluation in Canada or elsewhere
    - Credibility of the analysis
    - Validity of conclusions and implications
    - Originality
    - Clarity and conciseness
    - Reader interest

4. BOOK REVIEWS

Reviews of current publications relevant to theory and practice in program evaluation are reported in each issue. There is a particular interest in publications relevant to the Canadian experience. Reviewers are solicited by the Book Review Editor.

Manuscript Submission Guidelines

- Questions (i.e. about suitability of manuscript topic) can be sent directly to the Editor-in-Chief, Robert Schwartz <robert.schwartz@utoronto.ca>.

- Submissions must not have been previously published, nor should they be before another journal for consideration (or an explanation has been provided to the Editor).

- Manuscripts considered appropriate for the journal review process can be submitted electronically by registering for the CJPE Online Journal System (OJS) at: <http://cjpe.journalhosting.ucalgary.ca >

- Manuscripts can be submitted in English or French.

- Manuscripts must include an abstract in both official languages of no more than 100 words.

- Manuscripts should generally not exceed the following word counts:

  - Articles: 6,000 words (30 doublespaced pages)
  - Addressing Challenges in Evaluation Practice articles: 1,500 to 3,000 words
  - Evaluation Practice Notes: 1,000 to 3,000 words

- Manuscripts should be submitted in electronic format as a Microsoft Word file.

- All copy must be doublespaced on 8 1⁄2 x 11 inch pages. One-inch margins are required on all four sides.

- All tables and figures must be numbered separately and grouped together at the end of the manuscript. Figures must also be submitted as individual JPG, TIF, or PDF files with a minimum of 300-dpi resolution. Clearly visible notes within the text should indicate their approximate placement.

- Manuscripts must conform to the referencing format of the sixth edition of the *Publication Manual of the American Psychological Association* (2009). All authors of manuscripts accepted for publication that do not conform to APA style will be charged a copyediting fee that must be paid before the manuscript is published.

- Where available, URLs for the references should be provided.

- Content footnotes are discouraged and should be used only when absolutely necessary.

- Authors are required to ensure that all clues to their identity are removed from manuscripts submitted for potential publication.

- All submitted manuscripts will be subject to blind review by up to four (4) expert members of the evaluation community. Copies of the reviewers' comments will be sent to all authors with identities withheld.

Online Submission:

Already have a Username/Password for the *Canadian Journal of Program Evaluation*? Login here: <http://cjpe.journalhosting.ucalgary.ca/cjpe/index.php/cjpe/login >

Need a Username/Password?
Register here:<http://cjpe.journalhosting.ucalgary.ca/cjpe/index.php/cjpe/user/register>

Registration and login are required to submit items online and to check the status of current submissions.

Language

Manuscripts accepted for publication will be published in either official language with an abstract in the other official language. It is the sole responsibility of authors to provide translated abstracts.

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