The Education Facility Clearinghouse
Publication Guidelines

The Education Facility Clearinghouse (EFC) program was awarded to the Graduate School of Education and Human Development at the George Washington University by the U.S. Department of Education on October 1, 2013.

**EFC Priorities**

To collect and disseminate research and other information on effective practices regarding the planning, design, financing, procurement, construction, improvement, operation, and maintenance of safe, healthy, and high-performing facilities for early learning programs, K-12 LEAs and individual schools, and institutions of higher education:

1. Help education stakeholders increase their use of education facilities to turn around low-performing schools and close academic achievement gaps;
2. Increase understanding of how education facilities affect community health and safety and student achievement;
3. Identify potential cost-saving opportunities through procurement, energy efficiency, and preventative maintenance;
4. Increase the use of education facilities and outdoor spaces such as instructional tools and community centers (e.g., outdoor classrooms, school gardens, school-based health centers); and,
5. Increase capacity to identify hazards and conduct vulnerability assessments, and, through facility design, increase safety against hazards, natural disasters, and intruders.

The EFC is looking for original work to include articles, white papers, and literature reviews in any of the areas discussed above, especially in the areas of

1. Inequality in school facilities
2. Facilities and health
3. Facilities and communities
4. Facilities and behavior

**Manuscript Guidelines**

1. Submit a Word document, double spaced, 12 font (Times New Roman or Arial)
3. Include a cover sheet containing:
   - Author’s name
   - Institutional affiliation
   - Address
   - Telephone
   - Email Address
   - Brief Biography (About 50 words)
4. Changes/Edits to manuscript will be sent to author prior to publishing and must be returned to EFC in a timely manner.
White Paper Guidelines
- Abstract of about 150 words: Include direct statements of the position of the white paper to engage the reader.
- Title – Develop an attention-grabbing title that clearly communicates the topic you are addressing and that is appropriate for the EFC target audience.
- Introduction
- Problem definition
- Solution(s) and details
- Visual aids - For white papers describing technical processes, visual aids are especially valuable.
- Summary
- References
- Three to five keywords
- Maximum 8 pages, not including references
- Estimated timeframe for review process is 14 days

Blog Post Guidelines
- Title – Develop an attention-grabbing title that clearly communicates the topic you are addressing and that is appropriate for the EFC target audience.
- 600 to 700 words
- 3-4 references

Review Process
- Two editors will read each submittal.
- The submittal may be accepted, accepted with edits, or rejected.
- Estimated timeframe for review process is 14 days.

Expert Authors
- Requested white papers and research may be commissioned.

Submit All Documents to:
Dr. G. Victor Hellman or Dr. Linda K. Lemasters
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