

WRITING for the MACUL JOURNAL

Content

1. Themes and article due dates for each MACUL Journal issue are posted at: (www.macul.org > MACUL Journal > Journal Publishing)
2. Organize information effectively
 - Grab readers' attention with the first paragraph.
 - Position main points at the beginning of the article.
 - Develop the details efficiently.
 - End the article with a final sentence or paragraph that motivates the reader.
3. Keep language clear and concise. Resist education lingo that can be misunderstood or is not widely known. Delete unnecessary words [~~that you don't need~~]!
4. Stick to the subject.
5. Provide good information in an interesting way.
Readers appreciate success stories and sources of quality information such as websites, software, books, etc.
6. Identify quotes, websites, and sources accurately.
 - Keep website addresses as simple as possible.
Do not include the *http://* before a *www.* when identifying a website address.

TIP: Read the publication for which you want to write – know your audience!

Style Guide

Word Limits

Be sensitive to the length of your article in regards to the information you want to communicate. Many topics can be completed in 1-2 pages. The use of images or sidebars changes the number of words per page.

500 words = approximately 1 page with header and 1 photo.
 1200 words = approximately 2 pages, including author bio, no photos
 1600 words = approximately 3 pages, 2-4 images depending on size.

Author Information

Include a brief biographical statement at the end of the article for each author (50 words or less). You may include an e-mail address in the author note but this is not required.

Example: *[Name] teaches math and science at [Name of School] in [Name of school district or city]. [May include other info of interest to the reader.] He/she can be reached via e-mail at: [email address].*

Article Checklist

- ___ MS Word Format
- ___ Checked # of words/limits
- ___ Author bio included (<50 words)
- ___ Website references checked for accuracy
- ___ Photos sent as separate files (jpg) with article.
- ___ Screen captures, if used, were created from largest possible size. Charts and screen captures may be embedded in article.
- ___ Will send in *MACUL Parent Consent Forms* if needed for student article and/or photo.

Thank you!

Page Formatting

Use the following guidelines to format the article pages. Save and send as *MS Word* documents. Minimal formatting should be included, recognizing that all files will be imported into a desktop publishing program, reformatted and prepared for distribution.

First Page – Article title & authors name

Article body –guidelines:

1. Font: **Times New Roman**, Times, Helvetica, or Arial
2. Font size: **12 pt.**
3. Spacing: **Single**
4. Paragraphs: **no indent, double-line space between paragraphs.**
5. Margins: **1”**
6. Spacing: **use 1 space (not 2) after all punctuation**
7. Use bold and italics appropriately (Use italics for book titles, specific software, etc).

References –In-text citations, bibliography, and other items:

APA style guidelines: *Publication manual of the American Psychological Association* (5th ed.) 2001. Washington, DC: APA. <http://www.apastyle.org/pubmanual.html>

Online APA resources (one example): *The OWL at Purdue, Free Writing Help and Teaching Resources*: <http://owl.english.purdue.edu/owl/resource/560/01/>

Photographs, Graphics, Images, Tables, and Screen Captures

1. **Graphic elements:** photographs, charts, listings, graphic art, screen captures, and sidebars help readers understand the subject matter and add visual interest to the article.
2. **Format:** save photographs and graphics as **.jpg** files (300dpi). Send graphics as separate files from the text of the article. Tables can be placed in the body of the article (unless they are already separate .jpg or image files). All tables should have a title. PDF files are also acceptable.
3. **Screen Capture:** to insure quality resolution make the image as large as possible on the screen before you do a screen capture.
4. **Digital Photo Resolution:** publishing photos on paper requires the **highest possible** resolution!
5. **Markers:** insert a marker wherever a photograph, chart or image is to be placed in the article, i.e.: [Chart 1 goes here]. Include photo or image subtitles/descriptions.
6. **Photograph Permissions:** follow “permission to publish student photograph guidelines” as established by the local school or district. Student names will not be published in the photo captions. Signed **MACUL Parent Consent Forms** are necessary for student articles and photos. A form is available from www.macul.org > MACUL Journal > Journal Publishing.

Additional Notes:

Copyright

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Action Research (Teacher-based research)

The *MACUL Journal* will not be held responsible for any negligence (on the part of the author) in research methodology relating to participant protection. The researcher must ensure that all participants have been informed about the potential publication of the research. All manuscripts based on any kind of research should not be submitted without a written statement guaranteeing the protection of the identity of participants. Adult names may be used only if the author has their written permission to do so. Use pseudonyms for the names of students.