

Guidelines for Writers of CHANGING PERSPECTIVES

Changing Perspectives, the flagship journal of the Ontario Association for Supervision and Curriculum Development (Ontario ASCD), is intended for everyone interested in curriculum, instruction, supervision, and leadership in education. Each issue contains articles by leading educators, reports of effective programs and practices, interpretations of research, book reviews, and columns.

Issues are organized around themes. In general, the more appropriate an article is for a theme issue, the more likely it will be published. Decisions regarding publication are made by the *Changing Perspectives* editorial team. Ontario ASCD reserves the right to reject material, whether solicited or otherwise, if it lacks quality or timeliness. Ontario ASCD offers no remuneration for articles.

WHAT WE LOOK FOR

Treatments of the theme that are interesting and insightful.

- Articles in which the writer speaks directly to the reader in an informal, conversational style
- Practical examples that illustrate key points
- Features describing research-based solutions to current problems in education
- Reviews of professional resources (eg. books, electronic resources, web sites etc.)
- Reasoned debate on controversial subjects
- Program descriptions (school, district, or province)
- Brief (500–2,500 words) manuscripts that are helpful to practicing preK–12 educators

We are not looking for term papers or reviews of literature, and we rarely publish conventional research reports. We cannot review drafts and are not in a position to respond to query letters; we prefer to read the manuscript. While your article is under review with us, we ask that you not submit it to another publication or post it on a web site, even your own.

HOW TO PREPARE YOUR MANUSCRIPT

- Double-space all copy and leave generous margins.
- Number all pages.
- Indicate the number of words in the manuscript, including references and figures.
- Include your name, address, phone number, fax number, and e-mail address on a separate cover sheet. This is especially important as *Changing Perspectives* is a refereed publication: material for publication is selected by an editorial team that reviews the submissions anonymously.

We use the reference style outlined by the *Publication Manual of the American Psychological Association*. Cite references in the text like this (Jones, 2000) and list them in bibliographic form at the end of the article. Please do not use footnotes or endnotes for the references. Manuscripts which are accepted for publication and which do not adhere to the APA style guide will be returned to the writers for revision.

Example for a book:

Beck, C A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, D.C.: American Psychological Association.

Example for a journal:

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

Authors bear full responsibility for the accuracy of citations, quotations, figures, and facts.

DEADLINE

Manuscripts must be received by June 30, 2008.

HOW TO SUBMIT YOUR MANUSCRIPT

- Send two copies of your manuscript.
- Please do not fax your manuscript unless requested to do so.
- You can expect to receive an e-mail telling you that the manuscript has arrived; a second e-mail from an editor should follow within eight weeks.
- If you discover a small error after mailing your manuscript, please do not send a correction; small errors can be corrected in the editing process.

WHAT HAPPENS NEXT

- If your manuscript is accepted, even provisionally, it enters the pool of manuscripts on hand for a particular theme issue. When we assemble a particular issue, we review all manuscripts to make selections for the table of contents. We consider many factors, such as the balance of perspectives, locations, grade levels, and topics. You will be notified if your manuscript is selected for the final table of contents.
- If your manuscript is accepted, we will ask for an electronic version, either on disk or through e-mail. If you are including figures or charts with the article, please save each figure as a separate file and indicate those file names.
- All manuscript selections are tentative until we go to press. During the editing and layout process, we may have to make last-minute space adjustments and thus, very occasionally, must omit an article we had provisionally accepted.

THE EDITING PROCESS

- If your manuscript is selected for the issue's table of contents, it will be assigned to an editor, who will shepherd it through the editing and layout process. The style requirements of *Changing Perspectives*—as well as space limitations—often dictate heavy editing, and we appreciate your collaboration with the editors in the process.

- You will receive an edited version of your manuscript for your review and correction. At this time you will have a chance to correct errors, answer our queries, and update any information. *Please do not retype the manuscript!* Just mark your corrections directly on the manuscript and mail or fax it back to us. If you have insertions, please type or write them on a separate piece of paper and indicate on the manuscript where to insert them.
- *We will ask you to certify that the article, in whole or in part, has not been previously published, in print or in electronic form, including on the Internet.* When you receive the edited version of your manuscript, you will also receive a publishing agreement form, which includes permission for Ontario ASCD to use your article online and in other electronic formats. Please sign and return the original form by first-class mail, and by fax, as soon as possible.

ABOUT ARTWORK AND PHOTOGRAPHS

- We appreciate receiving any photographs and artwork related to your manuscript, as well as examples of student work for publication. Digital photos must have a resolution of at least 300 dpi. (j-peg and/or high resolution pdf). Hard copy photos can be mailed in (black and white and/or colour). Text files should be in “Word.”
- Please include the name of the photographer or the source; on the back of each item, tape a small piece of paper with your name and address. (Do not write directly on the back of the photo.) Please add a note to explain photos and artwork, including the name and location of the school. This information helps us when we write captions.
- Authors are responsible for obtaining the necessary permissions to use any photographs or artwork they provide. If we decide to use your photographs for publication, you will be asked to sign and return a photo permissions form giving Ontario ASCD permission to use the photographs in your article and warranting that all persons in each photograph have given their permission for the photograph to be published.

BIOGRAPHICAL INFORMATION

- A brief biographical description of each author (50 words each) must accompany the manuscript; if your submission is accepted, you will be asked to provide a colour photograph (head shot) for publication. Please note that within our publication we consistently list writers by their first and last names and omit titles such as Mr., Mrs., Dr., etc.

WHEN YOUR ARTICLE COMES OUT

When the issue is published (during February 2009), authors will receive a complimentary copy.

Please send manuscripts to:

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Changing Perspectives
 21 Milford Crescent
 Brampton, ON
 L6S 3E3
 E-mail: mary.nanavati@ascd.ca

Checklist for Writers

Before mailing/e-mailing your manuscript, please remember to:

- Include a cover page which contains the following information: title of your paper, length in words, authors listed in order of publication
- Include on a separate page a brief biographical description for each author and contact information for each author (address, phone number, fax number, e-mail)
- Double-space your writing
- Adhere to the length requirement (500-2500 words)
- Number all pages
- Use APA style guide for all references

With permission from ASCD, Ontario ASCD's *Guidelines for Writers* has been adapted from the guidelines used by ASCD for its journal, *Educational Leadership*.

