

AVISO

THE MAGAZINE FOR NOVA SCOTIA'S TEACHING PROFESSION
LA REVUE DE LA PROFESSION ENSEIGNANTE DE LA NOUVELLE-ÉCOSSE

Contributor Guidelines

Manuscript Specifications:

Content:

Each issue of *Aviso* always revolves around a central theme. Theme articles comprise approximately 25 to 30 percent of each issue of the publication.

Authors are welcome to submit unsolicited non-thematic manuscripts and authors will be notified in writing upon receipt of such manuscripts. However, *Aviso* reserves the right to hold manuscripts over a period of time until space permits consideration for publication.

Aviso staff reserve the right to edit all submissions for length, clarity and style, in keeping with the standards set by the Canadian Press Style Guide and our own publication policies. Editorial changes will be made to improve ease of reading, to correct grammatical and spelling errors, and to fit text into available space. The official policies of the NSTU are taken into consideration in determining editorial changes to manuscripts. *Aviso* staff edited pieces are not reviewed by writers prior to publication.

Length:

Unless specifically directed otherwise by the editor or production manager of *Aviso*, authors should limit the length of their articles to a maximum of 900 to 1200 words. Each issue of *Aviso* also carries a feature article that normally does not exceed 2,400 words.

Writing Style:

Aviso articles are written almost always by practicing teachers and administrators, and are based on their own experiences. As you write, please remember that your article will be read by a wide range of teachers from all academic backgrounds and with a wide variety of interests. Ideally, our readers should be able to extract the central points from each article easily, yet accurately.

Although each contributing writer will have his or her own style, the goal of *Aviso* is to make sure that the information contained in the magazine is not only informative and timely, but interesting and useful for every reader, whether he or she is an elementary teacher in an inner city school or a high school chemistry teacher in a rural setting.

Aviso articles are written in a non-academic style. Authors are asked to avoid using footnotes and/or lengthy quotes. If an author wishes to cite a study or a published article, they are encouraged to do so in a readable way, perhaps by paraphrasing the findings in their own words.

For example, an author might say: *"In the October 1996 issue of the Canadian Education Journal, Dr. Hans Berber noted that children who eat a healthy breakfast do better in school."* For the average reader, the foregoing sentence is

easier to digest than a longer passage that details the background and parameters of the study, and concludes with a lengthy citation giving the name of the publisher, volume number and page number. Naturally, articles written for the research column will contain more detail, but again, the simplest approach for indicating the source of research information should be used.

Most of the articles that appear in *Aviso* describe what is happening today in the classrooms of Nova Scotia. Our aim is to present articles that reflect the personality of the writer, the colour of the event or situation described, and the reactions of the students or other people involved. Naturally, certain articles will touch on a more serious topic than others, and as a result, some will have a more serious tone. However, even in these cases, the recounting of an appropriate real-life situation, event or conversation can effectively illustrate the argument that the writer is trying to make, and drive the point home. Don't be afraid to share with your readers your own experiences, thoughts on a subject, or the reactions of your students or colleagues to the issue you are writing about. These kinds of things help to bring a story to life.

If you are having trouble coming up with a *lead*, or the beginning for your article, remember that a real-life incident can often be an effective launching point for your story, and an attention-grabber for your reader. Sometimes an element from your lead can also be used to fashion an effective end for your story as well.

Don't begin your article by introducing yourself - for example, "*I am a Grade 5 teacher at Thornbush Consolidated School, and I've been involved in peer education for 10 years of my 17 year career.*" That kind of information can be blended more subtly into the fabric of your story ("As a teacher involved in peer education for the past 10 years, I've seen many cases of....."). Alternatively, your credentials or experience can be included in your biography at the end of the article.

Even if you've never written for publication before, don't feel you have to agonize over every word and paragraph. It is the job of *Aviso's* editorial staff to correct any mistakes and polish the text. It is your job (and, we hope, your pleasure) to describe your viewpoint or situation as well as you can. When you are writing, be yourself; let your own personality shine through. We'll do the rest.

Submission Format:

(a) Presentation:

Although we rarely see it anymore, text may be legibly hand-written or typed. *Aviso* does not reimburse authors for any typing, proofing, or editing fees.

(b) Electronic Filing:

Over the past five years, more than 95% of all articles have been submitted by e-mail. The NSTU and Editorial Staff use *Apple Macintosh* computers that prefer documents in either Microsoft Word or in a "rich text" (rtf) format. Authors composing their manuscripts on a word processor are encouraged send it via e-mail, as this reduces the potential for any mistakes or omissions that might occur during the retyping process.

(c) Cover Page:

Please assign your manuscript a cover page that contains your full name, address and telephone number, as well as an approximate word count.

(d) Manuscript Body:

At the top of each page of your manuscript, write or type your name, the first three words of your proposed title, and the page number. At the end of your article, please provide a description of your professional position and the school board by which you are employed (for example, "Jane Doe is a Grade 12 physics teacher at Anywhere Regional High School, Halifax Regional School Board.")

(e) **Figures and Tables:**

Please ensure that all tables and charts are clearly labeled, and that the figures you present are accurate. Should the table be taken from another source, please acknowledge this source.

(f) **Illustrations:**

Where possible, photographs depicting the activity or people described in the article are encouraged to accompany each article. So, these may be submitted for possible reproduction in the magazine.

Please direct your manuscripts and/or disks to

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