

# **Submission Guidelines for NYCAEYC Newsletter**

## **Purpose of Guidelines**

To provide information, and encouragement, to those interested in submitting articles for inclusion in the New York City's chapter of the National Association for Education of Young Children (NYCAEYC) Newsletter.

## **Audience**

The *NYCAEYC Newsletter* is sent to over 1,100 New York City active chapter affiliate members. The membership, in large part, consists of early childhood (birth–2<sup>nd</sup> grade) teachers, assistant teachers, program directors of childcare and nursery programs as well as trainers, resource and referral specialists, and other interested parties. In addition, copies are sent to other New York State affiliate chapters and the New York State AEYC office.

## **Content**

Information of interest to its membership as:

- Teachers on Teaching — the author shares ideas, reflections and insights focusing on the teaching and learning of a target age group and environment
- Family Ties — the author shares practical ideas on effective strategies for building relationships with families to support children's development and learning
- Research Reviews — the author provides information to familiarize the audience with research and the implementations for practice in childcare and nursery programs
- Public Policy — the author provides an article which expresses a viewpoint and/or focus on local, state, and/or federal policy implications should be written in conjunction with, and submitted to, the NYCAEYC's Public Policy Committee. Additional review time is required of such articles to allow appropriate review time
- Events — the author describes events of specific interest to members or sponsored by NYCAEYC or other related organizations
- Book or Literature Reviews — the author reviews books or articles of interest to the early childhood community
- General Interest — the author provides information about general topics of interest to the early childhood community, such as possible field trip locations, exhibits, etc.

## **Text**

- 12 point type, Times New Roman font, is encouraged
- Doubled spaced with wide margins
- Submitted via e-mail or on a floppy disc is encouraged.
- Use of Microsoft Word 5.0 or higher
- Length of Article — between 150 and 500 words

**Format** — Each article for submission shall contain the following:

- Use of a conversational style is encouraged
- Proposed Title on the top of the article
- Author(s) Warranty Statement — The author shall, at the end of the article, add and agree to the following:  

“The author represents that the work is original except for material in the public domain, the article does not contain any libelous materials and does not invade or violate any right of privacy, personal or proprietary right.”
- End of article: Author(s) name, address, e-mail address (if available), telephone and early childhood affiliation (if appropriate). The address, telephone and e-mail address will not be published but is needed to communicate with the author.

## **Resources, References and Citations**

- The listing of resources, while encouraged, should not be done to promote a specific commercial enterprise
- Articles may not identify specific children or families unless written by the family
- Pictures/Photographs — Any pictures submitted should have a release to allow the pictures to be used in the Newsletter (if the editors so choose)
- References and citations should follow standard format as in the *Chicago Manual of Style*, 14<sup>th</sup> Edition.

**Focus of the Newsletter** — Each Newsletter will contain a message from the NYCAEYC President(s) and the focus is:

- September — At least one article on the topics noted in “Content” section of the guidelines and information and information on NYCAEYC Committee activities for the upcoming school year. The new Governing Board will be listed in this Newsletter.
- March — Focus on topic chosen by the national NAEYC for the Week of the Young Child and information on NYCAEYC activities
- Additional Newsletters — if sent out, will focus on one of the topics noted in Content section of the guidelines and also contain information of activities/events of interest to its audience

**Submission Process** — Articles that meet the basic guidelines are reviewed by the Publications Committee. Articles may be modified for length, tone or presentation. The author will be consulted as to any changes. The Publication Committee will return articles that they are unable to use.

A time line will be published in each Bulletin with the due date for all submissions.

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