

Editorial submission guidelines for the *DSEA ACTION!*

The *DSEA ACTION!* is the all-member publication of the Delaware State Education Association. It is published seven times a year and mailed to members' homes the last week of August, September, October; early December; mid-February; mid-April; late May and mid-July. It is also posted on the DSEA web site as well as, beginning with the September 2011 issue, e-mailed to members with a link to an interactive digital format.

ACTION! is written in consumer magazine style. It is not an academic journal. Our articles strive to tell a story, convey useful information, and often persuade the reader to take action.

ACTION!'s primary audience is DSEA members: educators, education specialists, education support professionals, NEA student members, and DSEA retired members; our secondary audiences include elected officials, state education officials, school administrators, community members, parents, and others interested in Delaware's education policy.

Although *ACTION!* is primarily staff written, we do accept editorial submissions on a limited basis. It is best to contact editor Pam Nichols via email (pnichols@dsea.org) with your idea two to three months before the issue for which you'd like it to be considered.

If you are given a go-ahead to submit the article, it will be due no later than two weeks before the issue will appear. You will be given a specified word length (generally between 600 and 1,500 words). Please keep your submission to that length. Space is limited, so the DSEA reserves the right to edit the article for length and clarity; to hold it for a future date, if necessary; or to decide against publication for any reason.

Material should be factual, well-organized, and focused. (Don't try to tackle too broad of a topic in any one article.) Writers can present their personal opinions, but the article must not be inflammatory or libelous. Although footnotes are not necessary, you should cite the sources of your information within the body of the article, as appropriate.

We try to have a photo or illustration to accompany most articles. If you have one that is suitable, please include it with your submission. Your story and any accompany illustrations should be emailed to pamela.nichols@dsea.org. Word attachments are fine, as are .jpg or .tif photo attachments.

If your article is accepted for publication, you will receive a byline and biographical note (please include a brief one with your submission), as well as extra copies of the issue in which your work appears. At the editor's discretion, you may also receive a small honorarium for your contribution upon publication of the issue in which it appears.

Correspondence and questions should be directed to Pam Nichols, director of Communications. Email is preferred at pamela.nichols@dsea.org.



May 2011

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