

“CTE in Tennessee” Newsletter

Article Submission Guidelines

What should I write about?

- You can choose to write about:
 - Innovative CTE programs
 - Reserve grant results
 - Dual credit/dual enrollment partnerships
 - *HSTW* implementation
 - *HSTW* data
 - CTE/Academic integration strategies
 - Career guidance
 - CTE data
 - Nontraditional/special populations strategies
- Articles which give practical advice to other teachers, parents, policy-makers, etc, are particularly popular with readers.

When should I submit my article?

- Fall Issue deadline: September 15
- Winter Issue deadline: December 15
- Spring Issue deadline: February 15

How much should I write?

- Approximate maximum word length:
 - 1 page with a small photo - 400 words
 - 1 page without a photo - 500 words

Please note that most articles are one-half page, unless we specifically ask you for a one page article.

- If you submit an article that is too long we may ask you to shorten it. Alternatively we can edit it ourselves and seek your approval before publishing it.
- If you write an article that is the correct length, we may still ask for some changes or clarification, if we feel we can help you to improve your article.

How should I present the article?

- If you have access to a computer, your article should be submitted electronically, by email, as a Word file.
- Include the Article Submission Cover Page included in these guidelines (page 5).
 - Use Arial font, size 12pt, with the text aligned on the left (ie, not justified).
 - Headings and sub-headings should be in bold, and in lower case, not block capitals.

Please remember to write your full name, title, school, address, telephone/fax numbers, email address, and school website address at the bottom of your article.

Important points to consider

Writing style

- Newsletter articles are short, so keep background information (about your school, etc) to a minimum. You can direct the reader to one or two key documents (web links) that provide additional information. Remember to tell readers where they can obtain these documents.
- Do not use too many acronyms and abbreviations and make sure you explain them the first time they appear in the text.
- Break the article into small sections. You could use sub-headings, quotations from other people, a text box, a diagram, etc, to break up the text.

Photographs (optional)

- We may be able to print one photograph with your story if there is space.
- If you send us photos of people, please make sure that these people have given their full permission for their image to be printed (See Attachment A, “Publicity and Web Site Permission Form”).
- You can email digital photos to us. Digital photos should be as high resolution as possible.
- Please clearly label the photographs so that we know who they are from, what they are showing, when/where they were taken, etc.
- The CTE Newsletter Team reserves the right to decide whether a photo is suitable. Feel free to contact us to discuss our policy with regard to choosing photos.
- Please tell us if you want us to send your printed photographs back to you.

Using case studies and naming people

- If you include a short case study, or if you name an individual in your article, please make sure you seek the permission of that person before sending us your article.
- You could also consider changing the names of any individuals you write about, to protect their identity.
- We will not print articles or photographs if we are worried that any individuals have not given their full permission.

Will my article definitely be published?

We are not able to publish everything we receive, although we do our best.

Quality of the writing

The CTE Newsletter will publish articles that are well-written and easy-to-read and understand. However, if you are not a confident or experienced writer, don't be put off! If you have an interesting story to tell, we can help you with writing an article. We can give you advice on how to improve your article, what additional information to include, etc.

Publishing on the website

If your article is good, but we have no space in the newsletter, then we may be able to put it in the website instead. The website is accessible by all LEAs, so it is a good way of sharing your work. Website articles can be longer than newsletter articles, but should still aim to follow the guidelines provided in this document.

What criteria has CTE set for the overall content of the newsletter?

- Some, but not all, issues of the newsletter have a specific theme. We will advertise in advance if the next newsletter needs articles on a particular topic.
- When selecting articles, we check what regions and subjects have already been featured in previous newsletters. We try to keep a balance between regions and subjects.
- We ensure that photographs/graphics are well spread throughout the newsletter.

To submit your articles or to ask any questions, contact:

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Newsletters will be posted on our website: <http://www.tennessee.gov/education/cte/>

Attachment A: Publicity and Web Site Permission Form



**STATE OF TENNESSEE
DEPARTMENT OF EDUCATION**

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COMMISSIONER

PUBLICITY AND WEB SITE PERMISSION

The State of Tennessee Department of Education Division of Career and Technical Education web site is on the road to becoming one of the primary modes of communication for our students, instructors and others. We believe that the stories and information about the people and events around the state will benefit our site. We understand the global nature of the internet and your concerns for protection and privacy; accordingly, we ask your permission to use images of you and/or your child within our State Department of Education and/or Career and Technical Student Organization Publications and/or Web site should we desire. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our web site may include students and other participants when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or clubs), or when their student group receives recognition at the local, regional, state, or national level. The web site will not include last names, but will use student's first names only for the student's protection; however publications may use the student's entire name.

Permission to use student's image: Parent's withholding permission should not sign.

I hereby grant permission to use my child's image, name, and/or selected school materials (projects, papers, art work) in publications and on the Department of Education web site.

Name of Student _____
(Please Print)

Signature of parent or guardian
(or student signature if over 18)

Date

Permission to use images of instructors and/or other adult participants:

I hereby grant permission to use my image or name in publications and on the Department Education web site.

Signature

Date

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Article Submission Cover Page

Name _____

Title _____

School/Organization _____

Address _____

City _____ **State** _____ **Zip** _____

Work Number _____

Cell Number _____

Fax Number _____

Email Address _____

School/Organization Webpage Address _____

Title of Article _____

Brief abstract of article (50 words or less):