

## **Guidelines for *ArTeacher* Submissions:**

### **DUE DATES FOR ARTICLES:**

**NOVEMBER 1, WINTER: MARCH 1, SPRING: JULY 1, FALL**

### **TEXT GUIDELINES:**

**PROGRAM:** Use Microsoft Word, i-Work Pages, or Open Office

**FONT:** Times New Roman

**FONT SIZE:** 12 pt.

**SPACING:** Single Spaced. One space in-between sentences.

**TITLE:** Please keep titles short. Always include the title as the first line of the document.

**PERSONAL INFO/AUTHOR INFO:** On the line below the title include the full name of the author followed by the author's personal title (ex: MAEA President Elect), followed by the author's email address (optional)

**FILE NAME:** When you title your file think of a name that will be useful to the people working with the file other than you - such as the title of the article or "Elementary Division Report" – please do not use file names like "arteacher submission" or "spring article"

**SPECIAL CHARACTERS:** No Smiley's, dingbats, or special characters (they are auto-eliminated by the design program).

**TABS:** Please use the **tab key** to indent paragraphs and for bulleted points (not spaces).

**AT THE BOTTOM OF THE TEXT DOCUMENT:** Include a list of the pictures to be used with the text and their file names, as well as the picture's captions.

### **PICTURE/PHOTO GUIDELINES:**

Please send each picture as a **separate image file** – do not paste them into a text document.

**FORMAT:** .jpg .tiff .pdf .png .psd .idd .ai

**SIZE:** Please send the highest quality image you have (largest file size available) – if the file size is too small it may be unusable.

**ADVERTISERS:** please send a color and B&W file if possible