



Contributors' Guidelines

Articles for *Responsive Classroom* Newsletter

The quarterly *Responsive Classroom* newsletter regularly includes articles by readers that have been developed with the support of NEFC staff writer/editors. We welcome your ideas and submissions. If you are thinking about contributing an article to the *Responsive Classroom* newsletter, please read these guidelines to learn more about how this process works. (If you'd like to propose a book project, please read the book proposal guidelines at www.responsiveclassroom.org/pdf_files/rc_book_pg.pdf or contact Mary Beth Forton marybeth@responsiveclassroom.org.)

What We're Looking For

Before proposing or writing an article, we strongly recommend that you read a few recent issues of the *Responsive Classroom* newsletter (available at no cost on our website) to familiarize yourself with the topics, format, and style we prefer.

We welcome your ideas for any of the newsletter's regular departments, including questions for the "Q and A" page, suggestions for schools to highlight in "School Spotlights," and book reviews. The other parts of the newsletter that regularly feature contributions from readers are:

Feature articles (750 to 1200 words). These articles address a topic that is specific to the *Responsive Classroom* approach and of interest to K–8 educators. Feature articles may be personal reflections, interviews, research summaries, or practical guidelines and suggestions for educators. Although content might stem from research or scholarly study, the style is direct, casual, and conversational.

We are particularly interested in feature articles by practicing classroom teachers who are working to implement the *Responsive Classroom* approach. Such articles are

typically written in the first person and present a specific teaching strategy or idea that will be useful to other classroom teachers. Be sure to include anecdotes that show the strategy in action.

“A Teacher Shares” (100 to 250 words). In these shorter pieces, teachers describe an experience that changed or inspired some aspect of their teaching. The article describes what happened and what the teacher learned from the experience. The stories told in *“A Teacher Shares”* articles usually have a very obvious connection to some element of the *Responsive Classroom* approach.

The Process

Step One: Tell Us About Your Idea

Call Jen Audley, managing editor of our newsletter, or email her to talk over your idea for a written piece. You can reach Jen at 800-360-6332, ext. 142, or jen@responsiveclassroom.org. If we see a fit between your idea and our publication needs, we'll invite you to work with us on developing your idea into a written piece.

Please understand that an invitation to develop your idea for submittal is not a promise to publish. During the pre-publication process, either you or we may decide not to proceed. Should that happen, you are of course free to seek publication of your idea elsewhere.

Step Two: The First Draft

Once we've agreed to work together on developing your idea, we'll decide how to proceed with drafting the article. Newsletter articles are typically developed in one of two ways:

We write the first draft. One of NEFC's staff writer/editors interviews you and then weaves your story into an article. You review the draft, and we make changes and corrections as necessary.

You write the first draft. This option works best for strong writers who are willing to work with an editor to shape their piece to meet the style, content, and length requirements of our publications. We may edit your draft significantly, but we will seek your input before doing so.

Step Three: Revisions

We plan each issue of the newsletter about six months before it is published, taking many factors into account as we determine the mix of articles we want for that particular issue. Once we schedule your article for publication, *Responsive Classroom* content experts and editorial staff at NEFC review the draft. Your editor may make changes at this stage in response to their recommendations. If the changes are substantial, you will have a chance to review the piece again before publication.

Step Four: Publication

Most articles that appear in the *Responsive Classroom* newsletter are published simultaneously on our website at www.responsiveclassroom.org. We offer no payment for articles, but we'll send you copies of the printed version when it comes out.

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