

# School Library Monthly

THE MAGAZINE SCHOOL LIBRARIANS USE EVERY DAY

## Writer's Guidelines—2011-12

<http://www.schoollibrarymonthly.com>

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### ► Manuscripts

- Must be received via email attachment in Word format in Times New Roman 12.
- A short vita of the author should be included to be used in the byline for the article upon publication with indication if the author's email address can be published.
- A photo should also be emailed with the article (it should be in color and pdf, jpeg, or tiff format. It should be 300 dpi, no smaller than 2 x 3 inches. Larger is fine. Most digital cameras can accommodate).
- Email submissions to: [dlevitov@abc-clio.com](mailto:dlevitov@abc-clio.com)

### ► Types of Submissions

**Into the Curriculum:** Learning plans can range from 300-900 words, more if needed, up to 1,400 words maximum. The Learning Plan must be fully developed and in *SLM* Learning Plan format (<http://www.schoollibrarymonthly.com/about/pdf/learningplantemplate.pdf>) with supporting materials, e.g., assessments tools, worksheets, charts, examples, etc. It must include the following components:

- Information Literacy/Inquiry Objectives: (AASL's *Standards for the 21st-Century Learner*, 2007)
- Curriculum (subject area) Objectives:
- Grade Levels: (Target audiences K-12)
- Resources: (books, nonprint, online resources, websites, etc.)
- Instructional Roles: (for the teacher and the school librarian)
- Procedures for Completion: (what you did)—Addressing Inquiry (connect to prior knowledge, demonstrate/model a concept/idea, provide guided practice)
- Student Assessment/Reflection: (describe and provide supporting materials used to assess student learning and guide students in self-assessment, e.g., rubrics, checklists, exit slips, etc.)
- Professional Reflection: (self-assessment and instructional assessment)

**Features:** Approximately 1,500-1,800 words. Feature articles should be about some aspect of the school library related to instruction or program practice.

**Advocacy:** Approximately 1,000-1,800 words. Articles related to advocacy for the school library. Share how you have recruited others to be advocates for your program. Provide ideas for using PR or marketing to gain attention and support for the school library.

**Notes from the Field:** Approximately 1,200-1,400 words. This column is for ideas/activities/information that can help school librarians with professional growth and make links to students, teachers, and the community through learning and teaching as well as program management.

**Keeping Current:** Approximately 1,000-2,000 words. This column provides information on current initiatives and research of importance to school library professionals, helping readers to stay current.

**Key Words in Instruction:** Approximately 1,000-2,000 words. The article should deal with a topic (key word) as it relates to instruction and teaching practice via the school library and should incorporate current research.

**NOTE:** For *SLM* Style Guidelines (see *School Library Monthly* Citation Style Guidelines: <http://www.schoollibrarymonthly.com/about/pdf/CitationsStyle.pdf>)