



Write for Us! **CABE *Journal*/Writer's Guidelines**

These Writer's Guidelines are designed to lead you through the process of submitting articles to the *CABE Journal*.

About the *CABE Journal*

The *CABE Journal* has a reputation for fairness, professionalism, and accuracy. The *CABE Journal* is published by the Connecticut Association of Boards of Education.

The purpose of the *CABE Journal*, and of all other CABE publications, is to publish information and points of view beneficial to public education and boards of education in Connecticut and to publish information promoting the beliefs, policies and activities of the Association and its membership.

CABE attempts to present a variety of information which will help the general public and local boards of education to understand and respond constructively to educational issues.

CABE encourages the presentation of alternative points of view in our publications. However, editorial control is maintained by CABE's Executive Director.

The *CABE Journal* is not "scholarly" in the sense of a scientific journal; we are not a peer-reviewed journal. The *CABE Journal* is a publication providing information to school board members, superintendents of schools, legislators, and others on issues of educational concern.

What do we want?

We are looking for articles about emerging education trends and solutions available that are aimed at our audience of school board members, superintendents, and other administrators. We cover just about every public education topic, with special emphasis on district-level leadership.

What we don't want

Few teachers read the *CABE Journal*, so articles aimed specifically at classroom educators aren't right for us. And, we don't publish articles that push a particular product or service.

We welcome detailed query letters for first drafts of articles for our review.

Getting Started

Look at the *CABE Journal*. Check to see what subjects we have covered. Read the articles for subject matter, style, tone, and length. We can provide you a sample copy of the *CABE Journal*.

Our readers are school board members and administrators. Focus your article on how your subject might interest or affect them.

When you make a point, give specifics. If you don't know details, talk to people who do and include what they say in your article.

Successful articles should be free of factual errors, misspelled words and poor grammar. Be sure to proofread before submission.

Use the **Editing Yourself** document for tips that can improve the likelihood that the CBE *Journal* will accept your article.

Expect to be edited. We edit everyone, in varying degrees, for length, style, even content, if appropriate. We always maintain editorial control.

Your manuscript should be approximately 750 to 900 words.

We do accept relevant tables, graphs, charts, and photographs (those of students need to have appropriate releases) in support of an article.

After You Write

Send us a Microsoft Word document as an attachment. Keep formatting to a minimum. Be certain to include your name, title, company, address, daytime phone number, email address, and proposed title of the article.

The deadline for article submissions is the tenth (10th) of the month prior to publication. For example, the deadline for the September CBE *Journal* is August 10.

Other Ways to Contribute Editorially

Letters to the Editor – Comments on an article or points of view can be submitted to Lisa Steimer at lsteimer@cabe.org.

People in the News – To alert us to a CBE member who is assuming a new title, retiring, receiving a significant honor or has passed away, contact Lisa Steimer at lsteimer@cabe.org.

Spotlight on Connecticut Practices – This resource allows school districts to learn about - and find inspiration from - successful programs. We invite you to briefly tell us about your most successful programs and help inspire all school boards, by completing a simple survey that can be found at <https://www.cabe.org/page.cfm?p=1218>.

Acceptance and Publication

We will acknowledge your manuscript when we receive it. We make decisions to accept or reject articles as quickly as possible.

There may be several months between acceptance and publication. Once your article is accepted, we will send you the copyright agreement. When your article is scheduled for publication, we will send you a copy of the edited manuscript before it goes to press. We will also send you three (3) complimentary copies of the CBE *Journal* in which it appears.

Send your manuscripts to: Lisa Steimer, Deputy Executive Director, CBE,
lsteimer@cabe.org, 860-571-7446

We look forward to hearing from you!

