

Article Guidelines

Writing style and possible approach

All teachers are busy so ideally your writing style needs to be straightforward, accessible and informative. If the style is 'snappy' and readable it will be engaging. However, please write your article in prose avoiding the use of bullet points. What follows is a writing model that may be helpful if you are unsure where to start, however it is not the only model. You do not have to follow it. Individual approaches are encouraged. By keeping to the word limit of 500-800 words, it will not be difficult to produce your finished article. Remember that the editor may make changes or suggest improvements.

Describe the context: What size is your school? Are you the only art teacher or part of a larger department? How is the curriculum delivered in your school? Did more than one age group of students take part in the project? Describe any prior learning students may have had.

Describe what you hoped to achieve by the project or curriculum activity: What were the objectives or learning intentions? Why did you decide to focus on this activity? Were there specific knowledge and skills you wanted the students to learn? How did you plan to assess?

Organisation of learning: Who was involved? How and when was the project planned? Did some students work in groups as well as individually? Were any special materials and equipment required? Were there any other adults/artists involved? Were outside agencies involved? Were there any external visits? □

Summarise the strategy used to deliver the content: How was the project introduced and how long did it take? Were any references included? What stimuli were used? How did you involve student reflection or formative assessment during the project?

Description of a stage-by-stage procedure of the project: Many readers will want to try out what you did, so outline the length and stages that the project went through including any techniques or processes that were introduced or discovered.

Description of the outcomes /analysis of the project: Why was this project successful? What type of assessment did you use? What were the characteristics of the outcomes? What was exceptional about the students work? How did the students respond? What, if anything, would you do differently if you repeated it?

Other Information

If possible please provide up to 10 illustrations / photographs that are yours or you have copyright for. Number each image as 'Fig 1; Fig 2', reference them within the text and send them separately. 'Fig' references can also be used to illustrate your article. **If the images show the faces of students you must ensure you have a separate consent form from the parents/guardians (please contact us for the required form).** All images should be sent as **separate** files with a minimum of 1600 x 1600 pixels.

Articles should be emailed as **text documents (Word preferably)** and include the following.

- A title for the article
- An abstract (a brief one-two sentence abstract that inspires the reader to click and read your story)
- The article
- References to published material cited and included in a reference list using the Harvard Style.
- A brief bio that clearly states your name, school/organisation, preferred professional title and email address, along with relevant information about yourself

Unfortunately we cannot accept any articles that have been published in other magazines, journals or online publications.

You will be notified of a timeline for your work and be provided a draft before publication.

Send your finished file and pictures to AEV's ARTicle Executive Editor, Marion Marks
marion.marks@aev.vic.edu.au