



AFHE Writers' Guidelines for Submitting Articles for the Arizona Home Education Journal and AFHE Website

CONTENT

Article submissions for the *Arizona Home Education Journal* ("The Journal") and AFHE website must have direct relevance to the Arizona home educator. There are many subjects of interest to home educating families, however due to space limitations, we must concentrate on issues related to home education. Articles must support and promote parent-led, family-funded, relationship-based home education. In addition, articles must not conflict with a biblical worldview or the AFHE Board of Directors' Statement of Faith.

Articles of 500-1200 words or less that closely follow the guidelines below have the best chance of being selected for inclusion in *The Journal* and/or on the AFHE website. Articles that offer encouragement to home educating parents as well as practical, subject-specific "how-to" type articles are of most interest to us. It is generally best to contact the editor to inquire about a subject and share the idea for your article with us before you invest a lot of time writing.

LEGALITIES AND COMPENSATION

AFHE does not pay to publish articles, reprints, continuing columns, or reviews in our magazine or on our website. When you submit an article that is published by AFHE, you grant us permission to publish that article along with a short bio in *The Journal* and/or on the AFHE website. You retain all other rights. Anyone contacting us for permission to reprint your article will be given your contact information so that they may contact you directly for permission to reprint.

Please put the copyright notice at the end of your work including the copyright word or symbol, the year, and your name. (i.e. Copyright 2002, Jenny Johnson or © 2002 Jenny Johnson).

We would prefer that you not allow the article to appear in any other venue for at least one month after our publication date. However, that is only a request.

For articles included in *The Journal*, one copy of the completed magazine in which the author's article appears is automatically mailed to the author as soon after the publication as possible. If you would like extra copies, please contact us and we will do our best to accommodate your request.

ACCEPTANCE FOR PUBLICATION AND DEADLINES

Publishing works slowly. It could take several months before an article is published, if accepted. If you are writing something on a timely subject, please understand that we work several months ahead for each issue. You will find the submission deadline schedule below, however, please note that there is no guarantee that your article will run in a particular issue. The earlier we receive an article, the better.

ARTICLE SUBMISSION DEADLINE SCHEDULE

ISSUE	SUBMISSION DEADLINE	ARRIVE IN MEMBER MAILBOXES
Spring (Convention Issue)	January 1	Early March
Summer	April 1	Early June
Fall	July 1	Early September
Winter	October 1	Early December

EDITING

Our philosophy of editing is that the editor should do their work invisibly. Any changes an editor makes should not change the integrity of the author's style or intent.

We edit for grammar and spelling. If the edits are minor, we do not refer them back to the author for approval to make the edits. If there is a technical question or if we may be altering meaning by making a change, we will check with the author first. If we believe a significant change needs to be made without a major re-write, we will check with the author first. If we are interested in the article, but feel that it needs a major revision due to lack of clarity, poor writing, lack of focus, or inappropriateness we will send it back to the author to request that it be rewritten.

STYLE

Please follow these guidelines for style issues:

- A. Our organization name is always "Arizona Families for Home Education (AFHE)" on the first mention and "AFHE" on subsequent mentions. Note no periods in "AFHE."
- B. We capitalize all proprietary words (i.e. AFHE Convention, AFHE Journal, etc.)
- C. Paragraphing for a magazine or newspaper is different than for an essay or book. While you still want to be aware of paragraphing for content, paragraphing is used more for visual clarity. The editor may create more paragraphs than you have in your original article submission for this reason.
- D. A more extensive style sheet is included later in this document. Please refer to it for additional style instructions.

FORMAT

Please submit your copy by email either as a file attachment in Microsoft Word or in the body of your email message to **journal@afhe.org**. It is also a good idea to email a PDF file with formatting if you have titles, foreign words, or any special formatting needs, since these may be lost in the email transmission.

Formatting Guidelines

- Include the title of your article on page one.
- Include your name, mailing address, phone number, and email address on page one.
- Use one space after end punctuation.
- Please limit use of other formatting such as bold or italics. It does not translate and produces extra work for the person doing the layout.
- Please include a brief bio ... 50 words or less is best. 100 word maximum as space allows. Include two or three short sentences about yourself including information such as the year you began homeschooling, number of children you have, what leadership positions you hold, books you've written, etc. Include your website if you have one.
- Please email us a professional photograph of yourself (high resolution required for the magazine).

CONTACT

Thank you for sharing yourself with the home education community!

If you have questions or wish to discuss an article idea, please contact:

Nancy Manos
AFHE Journal Editor
journal@afhe.org
602-235-2673 (AFHE voicemail)

ONGOING EDITORIAL NEEDS

Here are some of our regular columns and areas for which we have an interest in article submissions:

- **NUTS & BOLTS** - Practical “how to” articles on academic or enrichment subject areas, curriculum approaches, learning styles, and more.
- **STAYING THE COURSE** - Encouragement and vision for parents in the home education journey.
- **FATHER-TO-FATHER** – Encouragement for homeschooling dads.
- **HOMESCHOOLING THROUGH HIGH SCHOOL** – Ideas, encouragement, vision, and practical suggestions for homeschooling through high school.
- **STRUGGLING LEARNERS** - Practical encouragement, ideas, and resources for homeschooling a special needs child.
- **HOME MANAGEMENT** - Encouragement and practical ideas for how to handle and balance home management while home educating.
- **PRESCHOOL CORNER** – Ideas, encouragement, and resources for homeschooling preschoolers or homeschooling older children with preschoolers and toddlers in the family.
- **SPECIAL TOPICS** – Homeschooling a single child, single-parent homeschooling, homeschooling multiple ages, and so on.
- **HOMESCHOOLERS EXCEL** - Articles highlighting the achievements of Arizona homeschool students or homeschool groups. Homeschoolers Excel articles are generally best at 250 words or less. Longer articles for this topic will be considered based upon available space. Please include one or more high-resolution digital photos of the person/people in the article.
- **SUPPORT GROUP SPOTLIGHT** – Share information about something your support group is doing to successfully meet the needs of homeschooling families and promote home education in Arizona. Support Group Spotlight articles should be approved by/sent by the leadership of the support group being highlighted in the article. Articles that are 500 words or less are generally best for this topic. Please include one or more high-resolution digital photos relating to the article of the person/people involved.

AFHE Style Sheet

Publication title	<i>The Arizona Home Education Journal</i> - or - <i>The Journal</i>
Homeschool is one word	The word “homeschool” and all of its variations are always spelled as one word: homeschool, homeschooler, homeschooling, homeschooled.
AFHE proprietary terms are always capitalized	AFHE Convention, AFHE Journal, and any proprietary AFHE event title (i.e. AFHE State Leadership Conference) are always capitalized.
Use comma before final conjunction	Use a comma before the final conjunction (and, or) in a series. (e.g. “A pencil, a protractor, and a compass were all used by the student.”)
Numbers	Numbers one through nine should be written out. Numbers 10 and greater should be numerals.
Internet terms	Website, online, and email are each written as one word without hyphenation. Internet is capitalized.
Titles	Book and magazine titles should be italicized.
Capitalization	<u>Do not capitalize:</u> godly, biblical, scriptural, gospel (as in gospel music), mom or dad unless it can be replaced with their name in a sentence, position titles unless they precede a name <u>Capitalize:</u> the Bible, the Scriptures, the Gospel of Christ or the Gospel of Salvation, He or Him when referring to God, Jesus, or the Holy Spirit, proper nouns, organization titles
Plurals	1700s, CDs, DVDs (no apostrophe)
Punctuation	<ul style="list-style-type: none"> • Do not use commas after short introductory phrases such as “Instead” or “Of course.” • Do not use commas in short appositives such as “My husband John.” • Always place commas and periods inside the quotation marks. • Always place semicolons and colons outside the quotation marks. • Place question marks, exclamation points, and dashes inside the quotation marks when they apply to the quote only or to the quote and the entire sentence at the same time. Place them outside the quotation marks when they apply to the entire sentence only. • Limit the use of exclamation points.
Time and date	<ul style="list-style-type: none"> • AM or PM is preferred, but a.m. or p.m. is acceptable (all lower case with periods). • Do not use ordinal numbers for dates when including the year (i.e. write May 8, 2009 not May 8th, 2009). • Include a comma after the day before the month (Monday, May 8, 2008).
Convention specialty words	<ul style="list-style-type: none"> • NOUN OR ADJECTIVE: set-up, tear-down, check-in, pick-up • VERB: set up, tear down, check in, pick up • HYPHENATE: pre-register, pre-registration