



ARIZONA FAMILIES FOR HOME EDUCATION Writers' Guidelines for the AFHE Magazine and AFHE Website

CONTENT

AFHE invites the submission of articles for possible inclusion in our magazine and/or the AFHE Blog. Submitting an article does not guarantee that it will be printed or published, however.

Article submissions for the AFHE Magazine, *Homeschool Arizona*, and the AFHE website must have direct relevance to the Arizona homeschool community and support AFHE's mission of inspiring, promoting, and preserving parent-led, privately funded home education. There are many subjects of interest to homeschooling families. However, due to space limitations in print and to keep with organization mission and focus, we concentrate on issues related to home education. In addition, articles must not conflict with a biblical worldview or the AFHE Board of Directors' Statement of Faith.

Articles of 600-1200 words or less that closely follow the guidelines below have the best chance of being selected for inclusion in the AFHE Magazine and/or on the AFHE Website. Articles that offer encouragement to homeschooling parents as well as practical, subject-specific "how-to" homeschool articles are of most interest. 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 and photo of you in the magazine and/or on the AFHE Website. You retain all other rights. Anyone contacting us for permission to reprint your article will be directed to contact you for permission to reprint.

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

For articles included in the AFHE Magazine, one copy of the completed magazine in which the author's article appears will be mailed to the author as soon as possible after we receive the magazine from the printer. If you would like extra copies, please contact us and we will do our best to accommodate your request.

ACCEPTANCE FOR PUBLICATION AND DEADLINES

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

You will find the most current submission deadlines on the AFHE website in the Advertising Media Kit.
AFHE.ORG/ADVERTISING

AFHE reserves the right to decline an article without further comment or explanation.

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 length, adjusting a blog post for print, lack of clarity, poor writing, or to better fit our needs we will send it back to the author with the request to have the article rewritten.

STYLE

Please follow these guidelines for style issues:

- A. Our organization name is generally "Arizona Families for Home Education (AFHE)" on the first mention and "AFHE" on subsequent mentions. Note: no periods in AFHE.
- B. We capitalize proprietary words (i.e. AFHE Convention, AFHE Magazine, AFHE Graduation, 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.

SUBMISSION FORMAT

Please submit your copy by email to **magazine@afhe.org** as a Microsoft Word attached document.

Submission Guidelines

- Include the title of your article and a byline with your first and last name at the top of your article.
- Include your name, mailing address, phone number, and email address following your bio at the end of your article. Your contact information will not be published or distributed. It will be used to mail you a copy of the magazine and for us to contact you if needed.
- Use one space after end punctuation.
- Please limit use of other formatting such as bold or italics. It does not translate when pasted into InDesign and produces extra work for the graphic artist doing the layout.
- Avoid the use of all caps in a word for emphasis.
- Include a brief bio written in third person about yourself starting with your first and last name. Bio length of 50 words or fewer is best. Include two or three short sentences about yourself including information such as the year you began homeschooling, the number of children you have, what leadership positions you hold, books you've written, etc. Do not use number of years in your bio such as "has been married for 17 years" or "has been homeschooling for eight years." Rather, use the year such as "has been homeschooling since 2004." This will help your bio not become outdated with the passage of time.
- Include your website, if you have one. We will publish your website on a separate line following your bio. Please not include it in a sentence in the bio itself.
- Email us a professional, high-resolution digital photograph of yourself to accompany your bio. A high-resolution image in jpg format that is 300 dpi and at least 1MB file size is best.

CONTACT

If you have questions or wish to discuss an article idea, please contact:
AFHE Magazine Editor, magazine@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 child with special needs.
- **GIFTED LEARNERS** - Practical encouragement, ideas, and resources for homeschooling a gifted learner.
- **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.

SPECIALTY COLUMNS/FEATURES

ARIZONA FIELD TRIP REVIEWS

Have you toured a factory or plant? Gone spelunking in a cave? Delighted in a great play or musical performance? Visited a fascinating museum or zoo? Enjoyed a hands-on learning venue? Arizona homeschool families are invited to tell us about your Arizona field trip experience. Share highlights about the venue, what you encountered, and what you learned. You can also share how the field trip tied in with something you’re studying as part of your homeschool, as well as quotes from your kids sharing what they thought about the adventure, if you like. Don’t forget to share pictures! High resolution digital photos that are at least 1MB file size work best.

LENGTH OF ARTICLE: Articles that are 150-600 words in length work best.

SUBMIT: Send your article and photos to magazine@afhe.org with “Arizona Field Trip” in the subject line.

HOMESCHOOLERS EXCEL ARTICLES

We value the opportunity to highlight the achievements and accomplishments of Arizona homeschooled students in our quarterly magazine, *Homeschool Arizona*, and we invite families to submit articles for the Homeschoolers Excel column. Articles should be written in third person about the student or students being highlighted. Homeschoolers Excel submissions are included at the AFHE Magazine Editor's discretion as space allows. We cannot guarantee that a submission will appear in a particular issue of the magazine.

NOTE: Students featured in the Homeschoolers Excel column must be taught at home by their parents in accordance with ARS §15-802 where the parent is the primary instructor in the core subjects. Virtual charter school, public school, and private school students, as well as ESA contract students are ineligible for inclusion in a Homeschoolers Excel article.

LENGTH OF ARTICLE: Articles that are 150 words or fewer work best.

INCLUDE PHOTOGRAPHS: We like to include one or more photos (as space permits) with each Homeschoolers Excel article. Please submit high-resolution digital images via email with your article. Images should be 300dpi with a file size of at least 1MB.

SUBMIT: Send your article and photos to magazine@afhe.org with "Homeschoolers Excel" in the subject line.

ARIZONA SUPPORT GROUP SPOTLIGHT

Arizona homeschool groups listed on the AFHE Website are invited to 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. Be sure to include the group name and the county in which your group operates. You may include the group's website if desired. In addition, you may submit one or more high resolution digital photos of group activities for possible inclusion with the spotlight.

LENGTH OF ARTICLE: Articles that are 450 words or fewer are generally best for this topic.

SUBMIT: Send your article and photos to magazine@afhe.org with "Arizona Support Group Spotlight" in the subject line.

AFHE Publication Style Sheet

Publication Title - Magazine	Homeschool Arizona (or AFHE Magazine)
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 Magazine, and any AFHE event title (i.e. AFHE Leadership Conference) are always capitalized when together with the organization acronym.
Use comma before final conjunction	AFHE uses the Oxford comma in its publications and on the AFHE website. Use a comma before the final conjunction (and, or) in a series. (Example: “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. Do not include http or www with web addresses. They are unnecessary and create visual clutter.
Titles	Book titles, magazine titles, and play titles should be italicized.
Capitalization	Do not capitalize: 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. Capitalize: proper nouns, organization titles, Godly, Bible, Scripture, the Gospel, He or Him when referring to God, Jesus, or the Holy Spirit.
Plurals	No apostrophe - for example: 1700s, CDs, DVDs
Age	Hyphenate age when it precedes a noun. (“As a four-year-old child ...”) Do not hyphenate age following a verb. (“... since she was four years old.”)
Punctuation	<ul style="list-style-type: none"> • Do not use commas in short appositives such as “My husband John.” • Place commas and periods inside the closing quotation mark. (“The end.”) • 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. • Use ellipsis marks only when omitting a word, phrase, paragraph, or more from a quoted passage. Do not use ellipsis marks to indicate emphasis, an interruption, or an abrupt change of thought. Include a space before and after an ellipsis (...). • Use an em dash to replace commas, semicolons, colons, and parentheses to indicate added emphasis, an interruption, or an abrupt change of thought. No space on either side of the em dash. (“Upon discovering the errors—all 124 of them—the publisher immediately recalled the books.”)
Time and Date	<ul style="list-style-type: none"> • AM or PM is preferred, but a.m. or p.m. is acceptable. • Do not use ordinal numbers for dates when including the year. (For example, write May 8, 2020 not May 8th, 2020). • Include a comma after the day before the month (Monday, May 8, 2020).
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