

Educators' Spotlight Digest **Submission Guidelines**

Updated April 2009

Content

Educators' Spotlight Digest (ESD) currently publishes a Fall/Winter and Spring/Summer issue each year. Some issues of ESD have focused on a particular theme such as reading motivation (Fall/Winter 2008) or meeting the information literacy requirements of special needs children (Fall 2007) while other issues are less structured. Articles for themed issues are often solicited by the editors based on an author's area of expertise. However, ESD also welcomes unsolicited contributions especially for the following columns:

- ***TIPS***
 - This column offers practical tips to library media specialists on any topic related to teaching information literacy in grades K-12 and beyond. Tips can be based on your own personal experience or knowledge. Several past columns have addressed tips for community outreach, addressing accessibility in developing web pages, creating wikis and blogs, using public domain content, and so on.
 - Word Count: TIPS columns should run between 1000 - 1800 words.
 - Images (for which permission has been received) or graphics that help illustrate the content are encouraged.
 - Include brief author bio and picture (50 – 100 words).
- ***Motivational Strategies That Work!***
 - This column includes tried and true strategies that motivate students to learn and apply information skills across a range of areas. The column is broken into K-12 and College Level sections. Each section generally includes several authors contributing individual strategies.
 - Word Count: Each strategy submission should range between 100 – 250 words
 - Include name, title, and affiliation
- ***College Connection***
 - Regular writer for this column is Abby Kasowitz-Scheer but we welcome contributions and occasional guest writers.
 - This column was established based on results of a focus group of high school and college educators who realized that the transition from high school senior to college freshman was an important one in terms of information literacy. This column highlights a variety of information literacy issues, events, and stories about teaching information literacy on the college level.
 - Word Count: Ranges between 1,800 - 3,000 words.
 - Images and graphics that help illustrate the story or events are encouraged.
 - References
 - Include brief author bio and picture (50 – 100 words).
- ***Guest Writer***
 - The Guest Writer is a special section which generally focuses on the author's research interests and could be a conceptual or empirical piece. Most often, the Guest Writer authors are invited, but submissions are also welcomed. Since

practitioners represent the primary audience for ESD, authors should realize that their research area will be of most value when it can be translated into recommendations for practice. It may be helpful to contact the editor before submitting.

- Word Count: Ranges between 2,500 – 4,000 words.
- Tables, figures, graphics are at the discretion of the author.
- References required.
- Include brief author bio and picture (50 – 100 words).

The ***Spotlight Feature*** is written by an ESD staff member who interviews the featured individual(s). If you have a special story to tell or would like to suggest someone for a *Spotlight Feature*, please contact the editor. We are interested in special programs or units that have successful outcomes and have the potential to be replicated by other educators. Sometimes the *Spotlight Feature* includes a link to the *S.O.S. for Information Literacy* database to a lesson plan created by the featured individual.

Audience

On the K-12 level, the audience includes school library media specialists, technology coordinators, classroom teachers and others interested in information literacy instruction. The college level audience includes academic librarians and professors who teach or incorporate information literacy into their courses. Future plans for ESD may include expanding the audience to include youth services public librarians as students may benefit from coordinated interaction between school and local public libraries. We continue to collect opinions and feedback as we assess this need and how it might be addressed within the publication.

Format

- The manuscript must be word processed and submitted in digital form to the editor. It should be single-spaced throughout (with an additional space between paragraphs) and should not exceed the maximum number of words allocated to the particular column as indicated under “Content” above. The maximum word count does not include references or graphics that include text.
- The first page of the submission should include the title of the manuscript and a very brief description of the manuscript (maximum 50 words). This description will be edited and used on the *Issue Summary* page of ESD; it also used to create a tag for the mouse-over menu of the *Contents* page of ESD.
- The end of the manuscript should include a brief bio of the author including affiliation, e-mail address and other contact information suitable for publication.
- Do not include images or graphics within the manuscript itself. Indicate where an image should be placed within the text in the following way:

<Insert Image Here. Filename = “ [complete filename and extension]”>.

Submit images separately. Include explanatory text or caption within the image using 12 point Verdana font in black. If you are placing numerical data into tables or figures, please convert to image files using the same procedure.

Editorial Style

- For columns or sections of ESD that require citations and references, please use the *Publication Manual of the American Psychological Association*, referred to as APA style.
- If selected for publication, an article may require some clarifications or revisions by the author. Additionally, editorial changes may be made to manuscripts to correct any misspellings or minor errors even after revisions.

Submission

- Send manuscript and supporting files electronically to the editor. If possible, place all materials in one folder and zip. File naming of all images/graphics within the folder should match the name referred to in text in the manuscript.
- If you submit your article to ESD, we will assume that it is original and has not been submitted elsewhere.
- If accepted, your article will be published in ESD and may also be included in the *S.O.S. for Information Literacy* archive of ESD articles.
- To submit an article, send to the editor at mparnone@syr.edu and copy the co-editor at drruth@syr.edu.

Review Process

Submissions will be reviewed by editorial staff and an outside reviewer when additional input is recommended. Outside reviewers will not receive identifying author information.

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Additional Information

For additional information or to submit an article, contact mparnone@syr.edu or drruth@syr.edu