



Submission Guidelines for InsideTheSchool.com

Thank you for your interest in submitting your work for publication in InsideTheSchool.com. These guidelines describe who we are, what we do, what we're looking for, and how we work with writers.

Who we are: InsideTheSchool.com (ItS) is an online publication from Magna Publications, located in Madison, Wis. Magna is a respected publisher of higher education publications and local business publications.

What we do: ItS provides teaching strategies for middle and high school teachers to read, watch, or listen to and use in their classroom immediately. Our emphasis is on the practical, rather than the theoretical. Yes, we're interested in *why* a technique works, but we're even more interested in *how* it works.

What we're looking for: We're interested in what classroom teachers do best. Send us your teaching strategies, your organization systems, and your discipline policies.

- Submissions should be 250-300 words in length.
- Longer articles should be broken up into a series of no more than three parts, 250-300 words each.
- Submissions should consist of no more than 25% theoretical information; the rest should be practical advice for teachers to use.
- Provide step-by-step instructions so other teachers can replicate what you do so well.
- Include an anecdote to show others how your idea works in the classroom. Anecdotes can be either in the text of your submission or as a stand-alone piece. Stand-alones should be no longer than 100 words.
- When you submit your article, include your first name, last name, the grade level you teach, the subject you teach, and where you teach (school, city, and state).

How we work with authors. Once you've written your submission, send it to Diane.Trim@magnapubs.com.

If we agree that your article belongs in ItS, you can expect to receive editorial suggestions and spend some time revising your work. Small grammar and spelling errors will be handled in-house; however, any editing that requires more information, a different focus, or change in the article's structure will come back to you.

We always enjoy receiving submissions and working with writers in the field. It's our privilege to work with teachers in the field and share their passion for education with others.

Inside the School
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Submission F.A.Q.

Q: *How long does it take to get an article accepted for publication?*

A: We try to respond to queries and submissions within a week. However, revisions are part of the writing process, so the response to your submission might be: “We would be interested in this piece if it included...” Revisions and additions are routine. The whole editing/revising/resubmitting process might take a month or more.

Q: *What if I disagree with the editor’s suggestions?*

A: You and the editor are both trying to best serve the reader. Sometimes the two people disagree. If your editor’s reasoning for changes is unclear, ask the editor for clarification. Often, more discussion is necessary to arrive at a solution that benefits readers.

Q: *How much do you pay for articles?*

A: At this time, we are not providing payment for articles. We are happy to acknowledge the online publication of your article on our letterhead to include in your professional file.

Q: *Would you be willing to look at an academic paper?*

A: Sure! We often convert the latest in academic research into articles for ItS. Sometimes we interview the researchers and write an article about the research, including quotes from the researcher.

Q: *What about copyright?*

A: Articles should not have been registered for copyright or published elsewhere (either on paper or electronically) prior to publication in our newsletters. However, revisions and rewrites may be used under certain conditions. Typically, the author assigns all copyrights for the submitted work to Magna Publications unless other arrangements are made in advance. Articles published in InsideTheSchool.com may be reprinted with permission from Magna Publishing.

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