



MASCD Submission and Style Guide

Introduction

This guide is to be used in the preparation of articles for submission to MASCD publications. MASCD follows an established style for citations and references. Our publications are designed to encourage the sharing and discussion of thought-provoking educational practices and initiatives in Massachusetts and to communicate MASCD news and programs. Articles should contain content references that reflect substantiated conclusions (based on prior findings and/or the experiences of the author), observations, and citations as part of the telling of a story and drawing of appropriate conclusions.

Copyright

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In contributing their work, authors represent that the work is their own original work and has not been previously published or accepted for publication. They further represent that their work contains no defamatory material; it does not libel or slander any person.

Accuracy and Documentation

MASCD will not be held responsible for any negligence on the part of the author relating to participant protection. It is incumbent on the author to ensure that all persons mentioned in a submission have been informed about the potential publication of the submitted work. All manuscripts based on any kind of research, whether qualitative or quantitative, should not be submitted without a written statement guaranteeing the protection of the identity of participants. Adult's names, first and last, can be used only if the author has their written permission to do so. The names of students should never be used; authors should make use of pseudonyms. Photographs used to support the document will not be captioned with identifying information.

Audience Demographics & General Areas of Interest

Publications of the Massachusetts Association for Supervision and Curriculum Development are published and distributed free to all MASCD members. The audience includes educators, administrators, and others associated with education both inside and outside the state of Massachusetts. Most members work in K-16 schools as teachers or administrators.

MASCD publications are a mixture of articles designed to provide a full cross section of appropriate and content information for educators. The editorial committee seeks a broad diversity of content, approach, skill levels, and stories that bring together relevant theory from educational or psychological fields and an added focus how such theories are implemented in the primary, secondary, and college classroom. MASCD provides non-time-sensitive information covering all areas of education, including, but not limited to:

- Action (teacher-based) or Literature-based Research
- Administration and Leadership
- Current and Emerging Pedagogy
- Curriculum and Instructional Strategies
- Diversity in all its Forms
- Educational Advocacy
- Funding for Education
- Special Education
- Teacher Education and Training

Articles need not be limited to educational issues found only in Massachusetts, but references to particular challenges (for example, statewide educational standards of learning) should be relevant to Massachusetts. Submissions which do not fit the categories above (for instance, it is anecdotal in nature, or a tutorial, or an opinion piece), will be considered on a case-by-case basis.

Manuscript Preparation

Articles should be between 750 and 2,500 words in length. Word count does not include references or extra materials.

Each author(s) must provide a brief biographical statement that includes a current e-mail address. Author notes should not exceed 100 words in length. Follow the example below:

John Smith is a classroom teacher at North Shore Elementary School in Gloucester. He can be reached via e-mail at: jsmith@gps.edu.

Minimal formatting should be included with documents, in recognition that all files will be imported into a desktop publishing program, reformatted and prepared for electronic distribution. However, authors are encouraged to submit photos and/or graphics if they enhance the clarity of the article.

Photographs, Graphics, Charts, and Tables :

Insert a marker (e.g. Chart 1 goes here; Image 1 goes here, etc.) wherever a photograph, chart or table is to be placed.

Unless the table is an image, it can be placed within the article body. All tables should have a title.

Save all photographs, graphics, or charts as separate files to be submitted separate from the text of the article. Make sure you name them to correspond with the place markers indicated in your manuscript.

Save photographs, graphics, or charts in JPEG, GIF or TIF format for transfer. These should be high quality, but should not exceed 300 KB.

Use the following guidelines to format the articles pages.

First Page: Article title & authors names with their institutions or organizations; submission date

Article body: Refer to “Style Guidelines” below for further details, but keep these guidelines in mind:

1. Font face: Times, Times New Roman
2. Font size: 12 pt.
3. Spacing: Double
4. Page Numbering: top right
5. Paragraphs: Indent ½ inch
6. Margins: 1”
7. Spacing: use 1 space (not 2) after all punctuation

Next-to-Last Page(s): References

Last Page of Body: Author notes

Additional material included after last page (addenda) as needed

Other:

Article title: centered on first page of article body
Identifying information (author name(s) and/or school names) should NOT appear in order to eliminate possible bias in editorial review. Where they must appear, please make them **ALL BOLD** so the managing editor can quickly identify them while preparing the manuscript for peer review

Submitting an Article

MASCD prefers to publish original articles not previously published in other journals. In the event an author wants to submit an article that has already been published, s/he should make MASCD aware of this. The article will not be reviewed by the editorial committee until the author has gained copyright permission from the original journal for it to be republished, as well as permission from co-authors (if applicable).

All materials created with a Word processor should be saved in RTF (rich text format) prior to submission. Submissions should be sent as an attachment to electronic mail. Send articles and corresponding materials (pictures, charts, etc.) to wmckenzie@mascd.org. Only ONE of the article's authors (usually the first author listed if more than one) should submit the material. The first author listed on the publication will serve as the point-of-contact for all correspondence with MASCD editors unless otherwise arranged. Authors should feel free to submit more than one article per cycle.

Decisions for Acceptance, Revision, or Rejection

Decisions made by the MASCD editorial committee will be communicated to the author through e-mail. The first author will receive any feedback submitted about the article, which s/he is expected to share with co-authors (if applicable).

Style Guidelines

This guide covers spelling, usage of terms, and general writing preferences for MASCD. For more information, consult Perdue University's online presentation for Using Modern Language Association (MLA) Format at http://owl.english.purdue.edu/handouts/research/r_mla.html.

Please refer to this guide as you write, edit, and proofread your article for submission to MASCD. In most cases, you will find answers to style questions either within this guide or in the Perdue online reference. If you have a style question that is not addressed in this resources, please contact the senior editor at wmckenzie@MASCD.org. We are happy to make reasonable style exceptions and to modify our standards as new issues arise and current usage dictates, especially with regard to technology and its jargon.

A

Abbreviations

Write or spell out acronyms on first use unless they are commonly understood (e.g. IBM), and follow them with the acronym in parentheses (e.g. Massachusetts Association for Supervision and Curriculum Development [MASCOD]). Periods are usually not necessary except to avoid confusion (exceptions are noted elsewhere in this guide). Abbreviate units after precise numerals (i.e. 3.5" disk).

About

Do not use as a synonym for *approximately*. Reserve *approximately* for numerals.

Addresses

See entries under *fax numbers*, *phone numbers* (including e-mail addresses), *state names*, and other related topics. Physical addresses should be spelled out (*Street, Avenue, Boulevard*).

Appendixes or appendices

Appendixes is preferred.

Audioconferencing

One word. See also Videoconferencing.

B

Backspace

One word.

Backup or back up

One word when referring to the archiving of a computer system. Otherwise, two words.

Beta test

Two words.

Bibliography

Bibliographic citations should follow Using Modern Language Association (MLA) Format at http://owl.english.purdue.edu/handouts/research/r_mla.html.

Blog

Lower case. Short for web log.

Bulleted lists

If the lead-in sentence is not complete, then treat a bulleted list as a list within a paragraph and use lower case capitalization and punctuation at the end of each list item. If the lead-in sentence or paragraph is complete, then use upper case capitalization with no punctuation at the end of each list item.

C**Capitalization**

Be aware that computer products frequently use intercapping, and our use of such proper names must include the same exact spellings, such as PowerPoint, PageMaker, iMac. Program components such as reference guide and master disk should not be capitalized unless they are exact titles.

Catalog

Catalog not catalogue.

CD-ROM

Hyphenated single word, Full caps.

Citations

Citations should follow MLA format per Using Modern Language Association (MLA) Format at http://owl.english.purdue.edu/handouts/research/r_mla.html.

Class time

Two words.

Click-and-drag

Hyphenated.

Clip art

Two words.

Computer-

As a compound adjective, terms beginning with computer are hyphenated (e.g. computer-assisted instruction).

Computer-aided design

Spell out on first reference with the acronym in parentheses following it; CAD thereafter.

Computer-assisted instruction

Spell out on first reference with the acronym in parentheses following it; CAI thereafter.

Contractions

Contractions are informal and should not be used in scholarly articles.

Cross-curricular

Hyphenated.

Curricula

Proper plural form of curriculum.

D**Dashes**

See em dashes and en dashes.

Data

Plural of the singular datum.

Database

One word.

Dates

Use the full year with no apostrophe (e.g. 2000s not 2000's). For ranges of years, use the first two digits of the year on the second number only unless the range spans centuries (e.g. 2001–02, 1995–2006).

Dialogue or dialog

Use dialogue when referring to a discussion. Use dialog when referring to a dialog box in a software program.

Disabilities

Always mention the person before the disability. (e.g. “students who are visually impaired” or “students with learning disabilities”)

Disc, disk and diskette

Disc refers to optical media such as laser compact discs and videodiscs. Disk refers to magnetic computer media (floppy disk, hard disk, disk drive, etc.). Avoid diskette, as it is outdated terminology.

Dollar amounts

Drop the zeros to the right of the decimal point on amounts that don't specify cents.

E

Ed. or ed.

Use “ed.” for edition. Use “Ed.” for editor.

e.g.

Latin, *exempli gratia*, meaning “for example.” Use only within parentheses. Otherwise, use “for example.” See i.e.

Ellipses

A set of three periods that indicates omitted material; usually used within quotes. When omission occurs mid-sentence use . . . alone; between sentences use equally spaced. Only use ellipses at beginning or end of quotes to prevent misunderstanding.

Email

Lowercase with no hyphen. An abbreviation for electronic mail.

Em dash and en dash

No spaces before or after em or en dashes. Here are the basic distinctions between these dashes and how they are used:

Em dashes are used similarly to commas to separate and emphasize appositive or subordinate constructions with spacing surrounding the dash (e.g. “The technology standards - which were mandated by the state - included benchmarks and assessments”).

En dashes are used primarily to show ranges in numbers such as dates (e.g. 1988-89) and page numbers (e.g. pp. 5-12). The en dash is also used in place of a hyphen in a compound adjective when one of the elements of the adjective is an open compound (such as high school-college transition and post-Civil War period).

English writing and spelling differences

MASCD follows U.S. spelling and grammar rules, but English as written by natives of other English speaking countries (Canada, England, Australia, New Zealand) should be respected. When running a spelling or grammar check be sure to ignore suggested changes to an English idiom and consider including British English or Canadian English dictionaries if the option exists.

Etc.

In place of etc. use “and so on,” “and more,” or “and so forth.”

Ethnocentricity

MASCD is sensitive to the many cultural distinctions in our society. Please do not employ culturally biased uses of speech in your submissions.

F

Farther or further

Farther refers to physical distance; further refers to an extension of time or degree.

Fax

Lowercase. An abbreviation for facsimile.

Fax numbers

Use periods for all phone numbers, including fax numbers (e.g. 1.508.555.5555).

Font

Default font should be Times New Roman 12 point.

Formatting

Formatting of text should be minimal, limited to italicization and underlining, bulleted and numbered lists.

Fundraising

One word.

G

Gender-specific language

Avoid whenever possible by using plurals. Use he or she, him or her, and so on—but only if necessary. Never use they, them, or their to refer to one person.

Grade levels

Capitalize *grade* when referring to a specific grade with a numeral (e.g. Grade 9), including ranges of grades (e.g. Grades 9-12). Note the use of an en dash. Spelled-out forms of grades are not capitalized: ninth grade. Adjective forms of spelled-out grades are hyphenated: ninth-grade class. Spelled-out grades 10 and above revert to ordinal form: 10th grade, 10th-grade class.

Grant writing

Two words.

Graphic or graphics

Graphics is preferred (e.g. graphics application).

H

Hyphenation

There should be no more than three consecutive hyphens used in a sentence.

Hypermedia

No hyphen, space, or intercapping.

I

I.e.

Latin, id est, for “that is.” Use only within parentheses and followed by a comma. Otherwise, use “that is.” Not meant to preface an example. See e.g.

Information Age

Two words, both capitalized.

Information technology

Two words. Lower case. Abbreviated IT.

In order to

This can typically be dropped to form a more direct idea. For example, “He went to the workshop in order to learn Dreamweaver.” becomes “He went to the workshop to learn Dreamweaver.”

Inservice

One word. No hyphen.

Interface

Use only in referring to machine-to-machine or human-to-machine communication. For human-to-human communication, use the word interact.

International spellings

Honor international spellings if the original author you are citing has used them, but do not introduce them into the text if they are not already there. See also English writing and spelling differences.

Internet

Capitalized. Referred to as “the Internet.”

Into or in to

Into (one word) is a preposition that denotes movement or transformation (The computer went *into* energy saver mode). The two-word modifier *in to* may also denote movement but not transformation (The student inserted the image *in to* the word processing document).

Italics

Italicize foreign terms that are not commonly used in English and words used as words (e.g. “The study concluded that students who did not understand the term *prefix* often fared poorly in reading comprehension”).

J

JAVA

One word. Full caps. Not an acronym.

JavaScript

One word. Intercapped.

K

K

Abbreviation for both *kindergarten* and *kilobytes* (1,024 bytes). For Kindergarten, use the abbreviation only when setting a range with numerals (e.g. K–12) (note use of en dash). For kilobytes, *K* is preferred to *Kb*. See prekindergarten.

Keyboard

One word.

L

Less

The general rule is to use less for quantity and fewer for number.

Lesson

Capitalize when a proper noun; for example, Chapter 4; Lessons 1 - 3.

Like

Such as, is preferred.

Login/log in, logon/log on and logoff/log off

The first forms are generally used as adjectives, the second as adverbial modifiers. For example, I went through the *login* procedure. I will *log in* tomorrow.

M

MASCD

All capitals. Acronym for Massachusetts Association for Supervision and Curriculum Development.

MB or Mb

Use a numeral and space before “MB” to refer to megabytes; for example, 8 MB RAM (eight megabytes of random access memory). “Mb” refers to megabits.

Multimedia

One word. Never hyphenated.

N

Net, net or 'net

Avoid using these abbreviations. Internet is preferred.

Network

One word. No hyphen.

Nonoffensive usage

MASCD's believes that text and images should not imply that any class of people is more important or deserving than another.

Noun–pronoun agreement

Pay attention to antecedent nouns and make sure following pronouns take the same case, singular or plural.

O

Offline

One word. No hyphen.

Online

One word. No hyphen.

On screen or on-screen

Hyphenate only as a compound modifier preceding a noun.

One-to-one

Hyphenated, as in one-to-one computing.

Over

Restrict use to space or location; don't use with numbers; use "more than" instead - for example, "He traded more than 50 components," *not* "He traded over 50 components." Or, when referring to ages, use "older" (e.g. Kids older than 10...").

P**Paragraphs**

Paragraphs should be in block form with no indentation.

PDA

Full caps. Acronym for Personal Digital Assistant.

Penpal

One word. No hyphen.

Percent or percentage

Use the symbol (%) in most cases, especially in tables. Use *percentage* when no numeral is present.

**Phone numbers
(also fax numbers)**

Periods separate numbers. For example, 1-800-336-5191 is 1.800.336.5191.

PK

See Prekindergarten

Plurals, irregular forms

When encountering an unfamiliar form of a word, use the dictionary and your good judgment for determining which form of a plural to use. In general, you should use the first form given in the dictionary. You may wish to use Merriam-Webster Online at <http://meriam-webster.com/>.

PO Box

No periods after "P" or "O."

Podcast

One word. No hyphen.

Posttest

One word. No hyphen.

Prekindergarten

When spelled out, it's one word, no hyphen, lowercase "k." To abbreviate in a range of grades, use PK, both letters uppercase (e.g. PK–12).

Preservice

One word. No hyphen.

Pretest

One word. No hyphen. The exception is "pre- and posttest."

Print out or printout

Print out is a verb. Printout is a noun.

Program titles

Software program titles and names receive no distinctive treatment other than capitalization.

Punctuation

Note that programming languages and operating system commands have their own special punctuations that must be followed exactly. When writing out key strokes, use angle brackets (< and >) to set off key names (e.g. <Delete>) and square brackets ([and]) to set off variable names (e.g. [cosine]). For example, "The generic MS-DOS command to erase a file is typed: del\[directory]\[filename]<Enter>."

Q**Quotation marks**

"dumb" quotes (used for inch marks and code [e.g. 3.5" disk])

"smart" quotes (used in quotations)

R**Real time or real-time**

Real time is a noun. Real-time is an adjective preceding the noun it modifies.

References

References should follow MLA format per Using Modern Language Association (MLA) Format at http://owl.english.purdue.edu/handouts/research/r_mla.html.

Right-click

Hyphenated in all forms.

RSS

Full caps. Acronym for Really Simply Syndication.

S**Since**

Restrict to its temporal meaning; otherwise, use because in most instances.

Spelling, multiple forms

Use the first spelling listed in the dictionary, unless a specific title or product to which you are referring uses an alternate spelling.

Spelling checker or spell checker

Unless a software's documentation specifically calls it a spell checker or spellchecker, use spelling checker.

State names

Abbreviate state names only in mailing addresses when zip codes are used or in lists of items where space is tight. If space permits and zip codes are not included in a list, then spell out the state name.

Subprocedure

One word. No hyphen. Likewise, superprocedure.

Such as

See like.

Suspended hyphenation

Suspended hyphenation allows a writer to drop a word that is used in two or more compound terms placed together and where its meaning is obvious. (e.g. "A school- and districtwide program has been adopted.")

T**T-test**

Hyphenated.

Telecommunications

Usually plural as an adjective.

Teleconferencing

One word. No hyphen.

That versus which

Use *that* for limiting or defining clauses (e.g. “The house that is open is blue”) and *which* for subordinate or parenthetical appositives (e.g. “The house, which was open when I entered, is blue”); that is, use *which* when the following clause contains extra information that would not change a sentence’s meaning if it were omitted. Avoid when possible. For example, “He said that he was hungry” can be shortened without error to “He said he was hungry.” However, when removing *that* from a sentence, do not introduce imprecision to save space. Phrases starting with *which* should be set off with commas.

Time

Full caps with periods for A.M. and P.M.

Time line

Two words.

U**URLs**

Include trailing slash (/) before punctuation, otherwise it may be omitted in word processing publications. Acronym for Uniform Resource Locator.

User friendly

Hyphenated only as a compound adjective preceding the noun it modifies (e.g. user-friendly format).

User’s guide

A generic term, not capitalized.

V**Via**

Means *by way of* (in a geographical sense), not *by means of*.

Videoconferencing

One word.

W**Washington, D.C.**

Use periods in D.C. within text. Use DC without periods in references and mailing addresses.

Web

Capitalize when meaning World Wide Web. Preferred to WWW. Lower case when used in web site.

WebQuest

One word. Intercapped. A WebQuest is an inquiry-oriented activity in which most or all of the information used by learners is drawn from the Web.

Web site

Two words. Lower case.

Well

When used as a modifier, hyphenate only before the verb: for example, “This well-reasoned study,” and “This study is well reasoned.”

Which

See that versus which.

Wiki

Lower case.

Word processing and word-processing

Hyphenate only as adjective, not noun.

Works Cited

List of works cited should follow Using Modern Language Association (MLA) Format at http://owl.english.purdue.edu/handouts/research/r_mla.html.

World Wide Web

Three words with initial caps. Use Web in subsequent references.

Z**Zip code**

Lowercase unless it begins a sentence or a list.

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