

# ***THE KAPPAN*** PUBLISHING GUIDELINES

## **Privacy Policy**

The International Executive Board has adopted a Privacy Policy and Disclaimer for all Alpha Delta Kappa websites and a Photo Release Policy for all electronic and printed publications. This action was taken upon the advice of our attorney to protect our members and the assets of both the Alpha Delta Kappa Foundation and the Sorority from litigation. Alpha Delta Kappa websites at all levels must be password-protected.

## **Photo Release Policy**

A signed photo release from all subjects in a photo (or guardian in the case of a minor) is required for any photo that is to be used for promotional or sales purposes on any Alpha Delta Kappa website. A photo used in conjunction with a news article does not require a signed photo release. A signed photo release from a guardian, in the case of a minor, is required for any photo being used for any purpose in any Alpha Delta Kappa publication, including the ***KAPPAN***. The signed photo releases will be kept by International Headquarters for eight years.



Please submit only actual photographic prints. Color or black and white photos of any size are acceptable. Signed permissions sticker must be placed on the back of the photo and returned to International Headquarters. E-mailed digital photos may be in .tif or .jpg format and must be at least 300 dpi to be acceptable. In the case of digital photos, a print on regular paper with the signed permission sticker affixed to the back must be submitted to International Headquarters. Please include caption information with all art. Do not use felt-tip pens. Scanned or digital photos printed with computer printers cannot be used (graphics cannot be screened more than once). Photos will not be returned.

## **CONTENT OBJECTIVES**

### **TO SHOWCASE ACHIEVEMENTS IN:**

- Educational Excellence
- Leadership
- World Understanding
- Altruism
- Fraternal Fellowship
- Celebrating Cultural and Ethnic Heritage

## **AUDIENCE**

The ***KAPPAN*** is a professional journal published in May and December for over 40,000 Alpha Delta Kappa members, prospective members and subscribers. Our readers are outstanding women educators who teach or are administrators at elementary, secondary and post-secondary levels. Their experience as educators runs from two to 50 years with nearly 35 percent of our readers being retired.

## **EDITORIAL GOAL**

In the spirit of promoting excellence in education, the ***KAPPAN*** provides a forum in which members may showcase their professional accomplishments, educational expertise and innovations, expressed through the Goals and Core Values of the Alpha Delta Kappa Strategic Plan.

## **TYPES OF MATERIAL ACCEPTED**

### **Features**

Original manuscripts which relate to one or more of the identified Content Objectives. Length may be up to 12 double-spaced typed pages. Author's name, chapter, mailing address, phone number and a brief biographical paragraph should be included. Accompanying art work is strongly encouraged and might include original illustrations, photos, drawings, charts or graphs.

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## **Honors**

Preference will be given to members' international, national and state/provincial honors or awards over local awards. Refer to the **KAPPAN** for the format. Length: A maximum of 150 words. Accompanying photos are encouraged. The Honors section may include brief items about members publishing/creating materials (e.g. books, curricula). No sales information will be included with these items.

## **Editorials**

Professional/educational topics are appropriate. Editorials are more effective if they are substantiated with attributable evidence. Strive to make general points on professional topics, with a minimum of political content. Avoid specific criticism. Try to speak to the entire membership.

## **Letters to the Editor**

Letters must be in response to specific articles appearing in previous issues and address the subject of the article and not be critical of the author. Letters regarding Alpha Delta Kappa policies and procedures on any level will not be considered. Letters should be one double-spaced paragraph. Authors may not have letters published in two consecutive issues. The **KAPPAN** editor and the **KAPPAN** Editorial Board reserve the right to edit letters for clarity and length and to deny publication of unsuitable letters. The Board will be comprised of the Executive Administrator, International President, International Executive Board Chairman, one member of the current International Chapter and one member from a previous International Chapter. The Letters to the Editor page will be no more than one page, prior to the Jewelry section.

## **DUE TO SPACE LIMITATIONS, THE KAPPAN CAN NO LONGER ACCEPT:**

- Feature-length articles on individual S/P/N conventions or executive board functions.\*
- "Who's Who . . ." listings.\*
- Memorial tributes to anyone other than International Officers\*
- Stand-alone poetry\*
- Items acknowledging individual chapter activities for anniversaries or Silver/Golden Sister celebrations.\*

\*These items may be accepted for publication in Alpha Delta Kappa Online News or Poetry Pages on the Alpha Delta Kappa International Website. To submit items to Alpha Delta Kappa Online News or Poetry Pages, contact Communications Specialist Laura C. Bourgeois by e-mail to [lbougeois@alphadeltakappa.org](mailto:lbougeois@alphadeltakappa.org); by mail to Alpha Delta Kappa, 1615 W. 92nd St., Kansas City, MO 64114 or by phone: (800) 247-2311.

## **RULES OF ACCEPTANCE**

- Chapters or districts may have a total of two items in any issue.
- An author cannot have feature articles in consecutive issues of the **KAPPAN**.
- The editorial staff is authorized to review all material submitted, evaluating its appropriateness for publication, and may rewrite or condense any accepted material.
- Submissions will be evaluated based on content objectives, originality, organization, readability, timeliness and interest to our readers.
- Articles written by an International candidate, or any article featuring an International candidate, will not appear in the pre-Convention issue of the **KAPPAN**, with the exception of her information in the Candidate Qualifications section.
- Articles may be accepted as submitted, accepted for staff revision or accepted contingent on the author's revision. If an article is not accepted, the author will receive a letter of explanation.
- The **KAPPAN** Editorial Board will make the final decision regarding publication of articles with questionable content or statement(s). The Board will be comprised of the Executive Administrator, International President, International Executive Board Chairman, one member of the current International Chapter and one member from a previous International Chapter.

# **THE KAPPAN** PUBLISHING GUIDELINES

## **DEADLINES**

Material must be received by February 1 for the May issue and September 1 for the December issue. In the event material is received after the deadline or space is not available, material will be held on file for a period of one (1) year. At the end of the year, if the article hasn't been published due to space constraints and is no longer timely, the author will receive a letter of explanation. Mail submissions to: The **KAPPAN**, Alpha Delta Kappa, 1615 W. 92nd. Street, Kansas City, MO 64114-3210.

## **AUTHOR RESPONSIBILITIES**

The author assumes responsibility for publication clearance in the event the manuscript was presented at a professional meeting or is the direct product of a project financed by a funding agency.

Authors are responsible for accurately citing all quoted and bibliographic materials and for obtaining permission from the original source for quotations in excess of 150 words or for tables or figures reproduced from published works.

Alpha Delta Kappa and the editor assume no responsibility for statements made or opinions expressed by contributors in the **KAPPAN**.

## **STYLE RULES**

Style guidelines insure uniformity and clarity.

1. Use Alpha Delta Kappa for the first reference and AΔK for subsequent references.
  2. In the original reference to organizations, businesses, colleges, etc., use the full name followed by its acronym in parentheses. For example, Kansas City Power and Light (KCP&L). In subsequent references, use the acronym.
  3. Capitalize titles which precede a person's name (President Jane Doe) but lowercase titles when they follow the name (Jane Doe, president). Make certain all names and titles are correct.
  4. Use a person's full name and title in the first reference; in subsequent references, use first names only. Titles such as Mr., Mrs. and Ms. are not used.
  5. Academic degrees and other credentials may be used following names.
  6. Spell out numbers one through nine, from 10 on, use Arabic numerals.
  7. Avoid all abbreviations and contractions.
  8. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series (apples, oranges, bananas and pears).
  9. Separate or highlight key points within the text using numbered or bulleted lists.
  10. Use short sentences and short paragraphs when possible.
  11. Footnotes should not be used. Use supernumerals to indicate sources. Number consecutively all materials cited within the text and list under "References" on separate pages at the end of the manuscript.
- For further style questions, refer to *The Associated Press Stylebook and Libel Manual*.

## **SUGGESTED FEATURES:**

### **PROFESSIONAL INNOVATIONS\***

- Classroom Techniques
- Special Educational Programs
- Updated Tried and True Approaches
- Career Development
- Trends in the Educational Environment
- Global education
- Media literacy
- Service learning
- Virtual field trips
- Multi-age classrooms
- Differentiating instruction
- Mentoring

\*If you are submitting your professional article for publication to fulfill your employer's "publish or perish" requirement, the **KAPPAN** editorial staff recommends that you check with your employer in advance to be sure publication in the **KAPPAN** will fulfill the requirement.

## **AUTHOR CHECKLIST**

Material is:

- An original work and has not been published elsewhere or if the work has been published elsewhere, proof of the secured rights to reprint must accompany the material, including publication title, date of issue, editor's name and address;
- typed or legibly hand printed;
- complete with a title page containing title, author's name, chapter name, mailing address, phone number and a brief biographical paragraph (features only);
- supported by good quality photographs or art work, including captions which clearly identify both action and people;
- introduced with a strong lead sentence or paragraph that will draw the reader's interest;
- finished with a good conclusion as memorable as the lead sentence or paragraph;
- accurate. All facts, names, dates and figures have been checked at least twice for accuracy;
- edited. Unnecessary words and sentences have been deleted. Paragraphs flow logically and smoothly. It is clear and concise.