



Center for Spiritual and Ethical Education
Box 19807
Portland, Oregon 97280
editor@csee.org

Submission Guidelines Connections Quarterly – Updated July 2014

Connections, CSEE's main quarterly membership publication, aims to connect research, literature and practice across the spectrum of spiritual, ethical, and moral education. It is published four times a year (Fall, Winter, Spring, Summer) and has an estimated readership of a few thousand educators in K-12 schools.

Members of CSEE are welcome to submit articles, book reviews, and/or photographs for publication. Before submitting materials, it is recommended that contributors send the editor an inquiry email with a brief description of the proposed item.

Tips on Writing:

- **Accessible Content** – The CSEE readership is varied, thus articles should be accessible to a broad audience.
- **Be concise** – As a small newsletter, we want to pack in helpful, thought-provoking pieces.
- **Think action** – What should people do as a result of your article?
- **Informal tone** - Write as if you're talking to a friend.
- **Bullet points or subsections** – Many people “scan” these days instead of read. Bullet points and subsections help!

Submission Requests:

- **General Format:** Times New Roman, 12 pt font, single-spaced
- **Photos:** Please attach any photos or graphs to your email submission rather than embedding them. Include a caption for the photo.
- **Citations:** Use the APA style, for more information, reference <http://www.apastyle.org>
- **Bio:** Please include a brief, approx. 20-60 word bio that includes author name and email. For example: *Peter Smith has been the head of school at Ampersand Academy for the past years. He has published several books on fonts and spacing, and has spoken internationally on the subject. His current research on typography will be published in And Magazine in Spring 2015. He can be reached at psmith@ampersand.org.*

Columns

Below are the parameters for the regularly occurring contributions in Connections. Suggestions for new columns are welcome.

- **Lead article:** 1300-1600 words. We can sometimes accommodate articles longer than 1400 words.
- **Case Study/Spotlight:** 600-1000 words. A column that focuses on a particular school, program, experience, or transformation. Can include interviews, case studies.

- **Book Reviews:** 600-1000 words.
- **Spiritual Directions:** 600-1000 words. These contributions usually straddle two or more domains: the spiritual, the moral, the introspective, the playful.
- **Teaching Tools:** 600-1000 words. Hands-on practical suggestions, lesson plans or activities, suggestions for the classroom. Should focus on bullets, boxes, and action items.
- **Head of School Column:** 600-1000 words. Tips on leadership by and for school leaders devoted to the key components of CSEE's mission. Occasional.
- **Educating for Character / Educating for Leadership:** 600-1000 words.

2014-2015 Schedule and Themes

Fall 2014 (October)

Theme: Community Service

Publication Date: October 1

Submission Deadline: July 15, 2014

Winter 2014 (December)

Theme: Honor / Integrity

Publication Date: December 1, 2014

Submission Deadline: September 15, 2014

Spring 2015 (February)

Theme: Purpose

Publication Date: February 1, 2015

Submission Deadline: October 1, 2014

Spring 2015 (April)

Theme: Spirituality

Publication Date: April 1, 2015

Submission Deadline: December 1, 2015

2015-2016 Upcoming Themes:

Fall 2015: Bullying

Winter 2015: Leadership and Empowerment

Spring 2016: Empathy

Summer 2016: Discipline