

# Indiana Association of Home Educators (IAHE) Writers' Guide

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Thank you for your interest in writing for the IAHE. We appreciate the hard work and dedication of our contributors, advertisers, and volunteer staff, who share their talents and help make the IAHE a wonderful resource and encouragement to homeschooling families across Indiana.

The IAHE is dedicated to serving the Lord Jesus Christ through the support and encouragement of families interested in home education, which we define as parent-directed, home-based, privately-funded discipleship.

We accept submission for consideration for our print magazine, ***Homeschool Indiana***, and for the IAHE blog on our website. Please use this information to guide all submissions.



## Contents

This **Writer's Guide** contains everything you need to know about submitting an article for consideration. Please read the entire guide before submitting an article. Our *Values & Vision* section help you understand the heart behind our publication and types of articles we are seeking. The *Article Guidelines* cover important tone, theme, and formatting information. The *Editing & Style Guide* outlines the self-editing that each author must follow before sending in an article.

**Articles submitted that do not follow the specifications in this document, including formatting and editing/style will not be considered for publication.**

## IAHE Core Values

- To be Christ-focused
- To be encouraging
- To be a resource

## **Homeschool Indiana Vision**

We desire to boldly encourage homeschoolers in Indiana to raise up a generation of change-agents who will follow Jesus no matter the cost. Our vision is to produce a high-quality home education magazine, grounded in our Christian faith, and centered on these themes:

**Inspire** – We aim to INSPIRE homeschool families to develop their children into bold Christian leaders, to persevere with joy as they face difficult times, and to diligently pursue their educational goals.

**Equip** -- We aim to EQUIP homeschool families with practical tools and resources that will supplement, encourage, and enhance spiritual and academic training.

**Connect** -- We aim to help homeschool families CONNECT with one another by highlighting opportunities for serving, networking, interacting, and sharing in our state.

**Involvement** -- We aim to encourage INVOLVEMENT of homeschooling families in churches, communities, and civic activities that promote homeschooling in positive ways and that give voice to homeschooling issues, promotion, and activism.

Thank you for considering our publications for your writing and ministry. If you have any general questions or suggestions, please contact the Managing Editor at [homeschoolindiana@iahe.net](mailto:homeschoolindiana@iahe.net).

## **Article Guidelines**

*Please carefully read and follow all Guidelines.*

**We do not accept general queries or reprints at this time.** We accept *unsolicited articles submitted as a Word document (.doc or .docx) attached in e-mail.*

Submit articles to [writing@iahe.net](mailto:writing@iahe.net) with **Article Submission** in the e-mail subject line. Articles are accepted year round and will be published based on the current needs and space available.

We receive a number of unsolicited articles, so we appreciate your patience in our review process. Submission does not guarantee publication. If you have not heard from us within six months, you may assume we will not use your article. We notify authors of selected articles.

## **Article Tone**

We encourage our writers to be bold in presenting biblical truth in a godly way. Most of our readers are brothers and sisters in Christ, so please align your writing style with the mindset of the teaching in Matthew 5:3-16 and John 17:11-26.

## **Article Themes**

While we do not identify a theme with each issue of the magazine, the following list of themes should be used to identify content that we typically publish. Examples listed are for illustration purposes only and should not be considered comprehensive. We encourage well-written articles that support multiple themes, when applicable.

### **Devotional - Inspirational - Motivational**

*Examples:* encouragement for moms, dads, students  
profiles of successful graduates  
real life homeschooling stories  
encouragement or testimonies from veteran homeschoolers

### **Practical**

*Examples:* high school & college information/preparation  
age & stage topics & tips  
study skills & time management  
tips for students struggling with a subject  
special needs students

### **Indiana Focus**

*Examples:* field trips  
Indiana-specific resources & opportunities  
Indiana family homeschoolers

### **Building Community**

*Examples:* sharing resources  
service opportunities  
homeschool groups & activities  
blogs & online resources

### **Legislation & Activities**

*Examples:* legislative updates  
how to be involved  
importance of participating  
ideas on ways to make a difference

## **Article Word Counts**

Feature Articles - 1,000 to 1,300 words

General Articles - 750 to 900 words

## Format for Article Submission

### Header (included at the beginning of article)

- In the top left corner of the first-page please type (single spaced) *your name, address, phone number, e-mail address, and word count of the body of the article* (not including author info, title, or bio).
- If your article includes scripture quotations, you must indicate which version you have referenced.

### Article Format

In an effort to publish the highest quality publications, we ask that you use the following format when submitting articles. If you are unfamiliar with the mechanics of formatting a document in Word and you do not understand the format instructions below, please contact us.

- Use **12 pt Times New Roman type** for the entire article, including title and subheadings.
- Following the header with the author info, center the article title in bold type.
- Format your article using single spacing with 12 pt Before and 0 pt After. There should be no double hard returns (hitting Enter twice) in the article.
- Use one hard return (hit Enter once) between paragraphs, which should space two single spaces if you have used the above format correctly.
- *Do not* number pages.
- *Do not* indent paragraphs.
- Align your article left. Please do not justify it.
- **Use only one space (after end punctuation) between sentences in the article.**
- **Titles or subheadings:** Use bold type. Do not use all caps, italics or underlining.
- Do not use special formatting. You may use bold and italics when appropriate, such as italics for word emphasis, titles of books, magazines, and so forth.
- Do not use automatic footnoting or endnotes. See **Quotations and References and Material Recommendations** sections for including reference notes.
- Please spell check and proofread your article before submitting it.

## **Bio Format (included at the end of article)**

All writers are asked to submit a high-quality, recent headshot photo (300 dpi) and a brief bio, 50 word maximum, that includes some or all of the following:

- your relationship to homeschooling, education, Indiana, or your topic
- your family & home
- your unique perspective
- your ministry, work, blog, website, or email information -- if you want to share your work & offer contact information

Bios are subject to editing.

## **Final Approval**

Articles selected for publication will be edited and sent back to the author for final approval.

## **Editing and Style Guide**

Following is an abbreviated style guide. We generally follow *The Chicago Manual of Style* (current edition) and follow these guidelines in the editing process. Please contact us with any questions.

### **General Grammar**

Please carefully proofread your article for correct grammar in regards to

- Subject/verb agreement
- Misplaced modifiers
- Antecedents for pronouns

### **Punctuation**

Use a comma before the final item in a list or series that contains more than two items (textbooks, pencils, and notebooks).

Use semicolons between items in a series if there are commas within the series. (Bring your book, pencil, and notebook to the table; open your book to page fifteen; and work quietly until I can sit down with you.)

Do not use a comma when noting a month and year (August 2003).

Use ellipsis points (. . .) to indicate a break in a quotation. Leave one space before, after, and in-between each point (word . . . word, not word ... word). When an ellipsis comes between sentences or complete thoughts in a quotation, place the usual period or

proper punctuation at the end of the sentence followed by three ellipsis points as spaced above. Do not use ellipsis points at the beginning of a quotation.

Use an em dash (double hyphen—or ctrl + Number keypad hit twice) with no space between dash and words before and after it for a break in thought or for emphasis in a sentence. (He won the race—and by four seconds!)

Use italics to emphasize words. *Do not* use all caps, bold, or underlining for emphasis. Good writing does not overuse emphasis.

Use italics for foreign words and phrases (*semper fidelis*). Do not italicize familiar foreign words and phrases listed in the dictionary if used in an English context; spell them as in the dictionary (e.g., eros, agape, in vitro).

Use italics for words as words: "The word *carol* comes from a medieval word of French and Anglo-Norman origin believed to mean a dance song or a circle dance accompanied by singing."

Use italics for titles of books, magazines (including *Homeschool Indiana* magazine), and other publications. Use quotation marks for titles of articles or essays.

## **Spelling and Capitalization**

Use one word for homeschool and its derivatives (homeschooled, homeschooling, homeschoolers)

Use lowercase when using theological terms in a broad sense [church, the gospel (but the Gospels when referring to the books of the Bible and Scripture when referring to the Bible), the kingdom, the second coming, biblical, scriptural, and so forth].

Capitalize words used to refer to God [He and Him (but not his and who), the Trinity, the Almighty, the Word, Christ, Holy Spirit, Holy Ghost, and so forth].

## **Abbreviations and Contractions**

Do not abbreviate months of the year or names of states.

Do not abbreviate books of the Bible.

When the name of an organization that also has an abbreviated name is written repeatedly, the name should be written in full the first time followed by the abbreviation in parentheses. After the first reference, use the abbreviation. [The

Home School Legal Defense Association (HSDLA) publishes a *The Court Report* four times a year. This year HSLDA will add more resources for their readers.]

Generally, do not use contractions unless omitting them will cause the sentence to sound stilted or unless the style of the article requires them. Even then, do not overuse.

## Numbers, Symbols, and Years

Spell out numbers through one hundred; use all numbers beginning with 101 and up numerically. Spell out whole numbers followed by *hundred, thousand, hundred thousand, million*, and so on (three hundred, five hundred thousand, two hundred million).

Write out numbers referring to age (seven years old and my five-year-old son).

To indicate percent, use numerals and the word *percent* (25 percent).

Write inclusive years as 1998–99, not 1998–1999 (except 1999–2001).

Write centuries as 500 B.C. and A.D. 1525.

1900s, not 1900's

Do not use apostrophes in decades (1950s, not 50's).

Write out numbers of centuries (in the fifteenth century, not 15th century).

Use a hyphen for adjectival forms (fifteenth-century art).

## Quotations

*Always* indicate quotations (as follows) for any written or spoken words from others. Be careful to record quotes *exactly* as you find them in your source. Light paraphrasing is not a substitute for attributing quotations.

Use double quotation marks for short quotes within the main text of the article, including Scripture verses.

Separate all quotations (including Scripture) of four or more lines from the text in a block quote, indented one half-inch on the left *and* right and separated from the text above and below it by two single spaces. Use italics (no quotation marks) for the

quoted material. (Set off with double quotation marks any quoted matter *within* a block quotation.)

For a block quote set apart in italics and indented, use a colon instead of a comma following the last word before the quote begins.

Martin Luther lamented:

*Who am I, that I should lift up mine eyes or raise my hands . . .*

Quote Scripture accurately, including punctuation in the verse(s). Spell out the book name and list the Biblical version for your quotation. Use Roman numerals: I Corinthians, II Peter. Follow a quote with the reference and the initials of the version quoted in parentheses: "Truly, truly, I say to you, he who believes has eternal life" (John 6:47, NASB).

**When using Scripture quotations, please provide the correct publisher's reprint permission** statement at the end of your article. Each publisher has its own format that can be found in the front of a Bible or online. For example, when using a selection from the NKJV, you would include this at the bottom of your article: Scripture quotations marked NKJV are taken from the New King James Version. Copyright 1982 by Thomas Nelson, Inc. Used by permission. All rights reserved.

When referencing scriptural truth, you don't need to give a reference unless you want to note a verse that teaches that truth. For example, God tells us to impress on our children how to love Him with all of our being (emotions, thoughts, physical strength, etc.) as we daily go through life (Deuteronomy 6).

**When quoting material, provide the source of the quote** in parentheses following the quote. Martin Luther lamented, "Who am I, that I should lift up mine eyes or raise my hands to the divine Majesty?" (*Here I Stand: A Life of Martin Luther* by Roland Bainton, Abingdon Press, 1950). For reprints (*Farmer Boy* by Laura Ingalls Wilder, 1933; reprinted, Harper & Row, 1971). Our editorial staff will determine if they should move this source info out of the text, but we need the information.

**When quoting from material that you list as recommended at the end of the article**—it is not necessary to provide full publication information in the text (as above). Only the book title and the author's last name should be included following any quote from that source. (*Here I Stand*, Bainton).

You may omit the author's name in parentheses if you mention it in the text—Roland Bainton quoted Martin Luther as saying, "Who am I, that I should lift up mine eyes or raise my hands to the divine Majesty?" (*Here I Stand*).

## References and Material Recommendations



**References to books, magazines, etc. within the text of the article** should state title and author together and list publisher and date in parentheses following the reference—*The Giver* by Lois Lowry (Random House, 1993)—or reprints of older works—*Farmer Boy* by Laura Ingalls Wilder (1933; reprinted, Harper & Row, 1971).

**If you recommend multiple books or materials as an additional part of your article,** please use a list of Recommended Resources at the bottom of the entire article rather than on each page of the article (no footnotes). Include, in this order: book, author, publisher, and date—*The Giver* by Lois Lowry (Random House, 1993)

No page number is required for any reference or source of quote except as follows: Include page numbers (inclusive) for periodical and journal articles in a resource list, though not for individual quotes in the article text. (*NAASP Bulletin*, November 1996, pp. 55–64).

**Please verify all websites** to make sure that they are still active, appropriate, and do not link to objectionable material on other sites. If you are quoting material from a website, specify the date on which you retrieved information (homeschoolingtoday.com, retrieved June 2011).

Edit website urls to NOT include: <http://www>.