

Montessori Life Style Guide

Welcome to *Montessori Life!* We are pleased that you are interested in submitting an article, a review, or other content for publication. Because we do get a number of submissions, it may take us some time to respond to but trust that we have it and are reviewing it. Photos, unless associated with a specific article, may live in our archives until we find appropriate placement for them. If you have any questions, contact the editors, Kathy Carey and Carey Jones, at EdMontessoriLife@aol.com.

Much of the information in this guide is about manuscripts. Information pertaining to photographs can be found on page 3, point 6.

Please note the deadlines for submissions:

Spring Issue (published in March) Submissions due 8/15

Summer Issue (published in June) Submissions due 11/15

Fall Issue (published in September) Submissions due 2/15

Winter Issue (published in December) Submissions due 5/15

Our Time Frame Explained

- 1. E-mail to Author—standard reply: 1 to 2 weeks after receipt
- 2. Initial Readings by Editors: 10 to 12 weeks after receipt of article
- 3. Peer Review: 12 to 18 weeks after receipt
- 4. Status Determination: **18 to 24 weeks after receipt**Acceptance
 Acceptance pending revision
 Letter (email) to author advising that article is not accepted
- 5. Author and editors work on final form of manuscript: 20 to 32 weeks after receipt

Manuscripts of Interest

We're looking for article submissions on issues relevant to (but not necessarily limited to):

- Montessori education
- Program descriptions (both national and international)
- Innovative classroom strategies
- History of Montessori, education, other significant theorists or leaders, etc.
- Theories of growth and/or learning
- Current or emerging trends
- Human interest stories
- Opinion pieces that reflect experience and are supported by current scholarship
- Reasoned debate on controversial subjects
- Public policy issues
- Research and issues in research
- Family and parenting issues

Style Guide

The style guide we use at ML is the APA (American Psychological Association) Style Guide, 5^{th} edition. If you are accustomed to writing using this style guide, please do so as you prepare your manuscript for ML. If you're not familiar with APA style, the style guide is available for purchase online at www.apa.org. APA now has some limited online tutorials.

The following sites provide guidance in using the APA style:

http://www.bedfordstmartins.com/online/cite6.html

http://www.crk.umn.edu/library/links/apa5th.htm

http://www.library.cornell.edu/resrch/citmanage/apa

Guidelines

- 1) **All submissions must be original and previously unpublished,** either in print or in electronic format. A benchmark for the length of an article is 3,000 to 5,000 words, though we will consider longer and shorter pieces.
- 2) **Deadlines:** We appreciate authors and columnists who meet the stated deadlines. We accept only articles sent electronically as Microsoft Word documents. We do not accept hard copy articles. E-mail submissions to EdMontessoriLife@aol.com.
- 3) Cover page: A cover page stating the author's or authors' name(s), mailing address, phone, and e-mail must accompany each article. If there is more than one author, please designate a contact person who will represent the other(s). Names must not appear in the article any place other than on the cover page. (We

send articles out to qualified reviewers and keep the author's identity anonymous.)

- 4) Please include a short biography of yourself on the cover page (2 or 3 lines). Include your e-mail in your biography if you wish to allow people to contact you about the article. This biographical information will be what appears with any published article. Include your Montessori credentials (type of credential—early childhood, elementary I, etc.), advanced degrees, and where you are teaching (if you are teaching).
- 5) When submitting your article, save it as a Word document, and name it with a shortened version of your article title plus your last name. For example, if the title of your article is "Creating a Healthy Montessori Environment for Children and Adults," and your name is Jane Doe, you'd save your article as "Creating Montessori Environment-Doe.doc."
- 6) **Photographs:** If you have photographs, either to accompany your article or for general consideration (including for the cover), send them electronically as an attachment to e-mail.
 - a. If you are using a **digital camera**, the camera should be at least 4.0 megapixels and set to the highest possible image size and quality. Photographic digital formats we accept:
 - tifs (or tiff)
 - PDFs (the high quality setting)
 - JPEGs (save file at highest computer program setting
 - b. If you are using a **film camera**, e-mail a high-resolution scan of your image. For images you would like us to consider for inside the magazine, this means a scan that is 300 dpi (dots per inch) at 4" x 6" (or larger). For possible cover photos, the scan should be 300 dpi at 8" x 10" (or larger). If you are not able to scan the image, please contact the editors.
 - c. We **do not accept** photographs (or illustrations) embedded in e-mails, Word documents, PowerPoint presentations, etc.
 - d. You must have releases from <u>all</u> subjects who appear in photographs. If you do not have a release form, please ask us to send one.
 - e. In a separate file please identify all photos with captions, names of people in the picture, places photos were taken, and to whom photos should be credited (school name or individual photographer).
- 7) **References:** If you use any resource material as support information for your article, or if you quote anyone in your article, you must cite your sources in a reference section, and directly in your text. The reference section goes at the very end of your article, just before your biography. References are listed alphabetically by author. If there is more than one title by the same author, list these chronologically by date of publication (oldest first). A proper reference citation is as follows:

Last name of author, First initial of author. (year of publication). *Title in italics, and with only the first word in the title capitalized.* City and state of publication: Name of publishing company.

A real-life example:

Montessori, M. (1989). *Education for a new world*. Oxford, England: Clio Press Ltd.

In addition, you need to cite each reference you use directly in the body of your article. Imagine that this is a line in your article, which you paraphrased from *Education for a New World*:

Montessori believed that character could not be taught through learning or imitation, but that it was rather a conquest to be made through personal experience.

To properly cite your reference in your text, you need to include both the author of your reference and the year that reference was written. You could do this one of two ways:

- a) Montessori (1989) believed that character could not be taught through learning or imitation, but that it was rather a conquest to be made through personal experience.
- b) Character cannot be taught through learning or imitation, but is rather a conquest to be made through personal experience (Montessori, 1989).

Other Style Issues

- 1) All articles should be submitted as single-spaced documents, in Times New Roman font, 12-point type.
- 2) Please indent paragraphs one tab space. Do not leave an extra space between paragraphs.
- 3) Use only one space after periods (not two).
- 4) Serial comma: use the comma to separate each of three or more items in a series. For example: "Pick colors like red, green, and blue." (Note the comma after green.), NOT "Pick colors like red, green and blue."