

The UTAH SPECIAL EDUCATOR GUIDELINES FOR ARTICLES

THANK YOU for agreeing to contribute an article for the Utah Special Educator. Please refer to the following guidelines and complete the [Contributor Checklist](#) prior to e-mailing your completed manuscript and photographs.

Audience: Approximately 7,000 copies of the Utah Special Educator are distributed to all special education personnel, administrators, and school principals throughout Utah. In addition, several hundred copies are mailed to special education directors, organizations and subscribers in the United States.

Focus of manuscript: Manuscripts are solicited and accepted that address national issues and trends, best practices, opinion pieces, and portraits of successful personnel, programs and schools. The main focus of all manuscripts should address issues relating to school-age (pre-school to age 22) special education, English Language Learners and other at-risk populations.

Manuscript length: Manuscripts should be approximately 650-900 words in length. Longer articles, and multi-part serial articles are also possible with prior consultation with the editor(s).

Manuscript format: Manuscripts must be typewritten and double-spaced. MS WORD format is preferred. Manuscripts should be added as attachments to e-mail and sent directly to the Special Educator secretary, Cheryl Smith at cheryls@updc.org. Manuscripts will also be accepted by mail, and must be accompanied with 1) a floppy or ZIP disk, and 2) a hard copy of the manuscript.

Photograph of author(s): Readers appreciate author photographs. Black and white head-and-shoulders photos are preferred, but color photos and/or photos of the author(s) in a work setting are also acceptable. Digital photos (GIF, TIFF), sent as separate attachments to e-mail cheryls@updc.org are preferred, but black and white or color prints are also acceptable (photos will be returned after publication).

Photos illustrating program, intervention or setting: Readers especially appreciate photos of real people, students and others that help illustrate the manuscript. Please identify all person(s) in photos. Please obtain permission from parent(s) of any identifiable children to be published in the Educator. Digital photos (GIF, TIFF), sent as separate attachments to e-mail cheryls@updc.org are preferred, but black and white or color prints are also acceptable (photos will be returned after publication, please label on back).

Assistance to contributors: The editorial staff is dedicated to assisting contributors in the successful completion of manuscripts. Please contact either Michael Herbert michaelh@updc.org, or Ginny Eggen ginnye@updc.org for consultation and assistance. 801-272-3431, or 800-662-6624 (in Utah)

UTAH SPECIAL EDUCATOR CONTRIBUTOR CHECKLIST

Please address all parts of this checklist, and include with your completed manuscript.

Length approximately 650-900 words		<i>Longer submissions accepted with prior consultation w/editors</i>
Tentative title of manuscript		
Author(s) names, in order that they should appear	1. 2. 3.	
Title(s) (e.g. Special educator, school psychologist, parent...)	1. 2. 3.	
School (or organization)		
Your mailing address		
Your email address		
Photo(s) of author(s)		<i>B&W digital preferred, but color prints acceptable. Send as GIF or TIFF attachment</i>
Photo(s) of program/intervention to illustrate article (please provide identification of person(s) in photos)		<i>B&W digital preferred, but color prints acceptable. Send as GIF or TIFF attachment. Permission to publish obtained from parent(s)?</i>
Completed Contributor Checklist included with manuscript, photos		<i>Include an e-copy of this form <u>OR</u> insure that all required information is included in submission</i>

Assistance to contributors: The editorial staff is dedicated to assisting contributors in the successful completion of manuscripts. Please contact either Michael Herbert michaelh@updc.org, or Ginny Eggen ginnye@updc.org for consultation and assistance. 801-272-3431, or 800-662-6624 (in Utah)