

# CHAP Writers' Guidelines for Submitting Articles for the *CHAP Magazine* and CHAP Websites

## Content

Article submissions for the *CHAP Magazine* and CHAP websites must have direct relevance to the Pennsylvania home educator. There are many subjects of interest to home educating families; however, due to space limitations, we must concentrate on issues related to home education. Articles must support and promote Christ-centered, parent-directed, privately funded, home-based discipleship. In addition, articles must not conflict with a biblical worldview or the CHAP Board of Directors' Statement of Faith.

Articles of 500-1200 words or less that closely follow the guidelines below have the best chance of being selected for inclusion in the *CHAP Magazine* and/or on the CHAP websites. Articles that offer encouragement to home educating parents as well as practical, subject-specific "how-to" type articles are of most interest to us. It is generally best to contact the editor to inquire about a subject and share the idea for your article with us before you invest a lot of time writing.

## Legalities and Compensation

CHAP does not pay to publish articles, reprints, continuing columns, or reviews in our magazine or on our websites. When you submit an article that is published by CHAP, you grant us permission to publish that article along with a short bio in the *CHAP Magazine* and/or on the CHAP websites. You retain all other rights. Anyone contacting us for permission to reprint your article will be given your contact information so that they may contact you directly for permission to reprint.

Please put the copyright notice at the end of your work, including the copyright word or symbol, the year, and your name. (i.e. Copyright 2009, William Jones or © 2009 William Jones, Jones Publishers)

We would prefer that you not allow the article to appear in any other venue for at least one month after our publication date. However, that is only a request.

For articles included in the *CHAP Magazine*, one copy of the completed magazine in which the author's article appears is automatically mailed to the author as soon after the publication as possible. If you would like extra copies, please contact us and we will do our best to accommodate your request.

## Acceptance for Publication and Deadlines

Publishing works slowly. It could take several months before an article is accepted or rejected. If you are writing something on a timely subject, please understand that we work several months ahead for each issue. You will find the submission deadline schedule below. However please note that there is no guarantee that your article will run in a particular issue. The earlier we receive an article, the better.

## Article Submission Deadline Schedule

ISSUE	SUBMISSION DEADLINE	MAILING DATE
Spring (Convention Issue)	February 1	April 1
Summer	May 1	July 1
Fall	August 1	October 1
Winter	November 1	January 1

## **Editing**

Our philosophy of editing is that the editor should do his work invisibly. Any changes an editor makes should not change the integrity of the author's style or intent.

We edit for grammar and spelling. If the edits are minor, we do not refer them back to the author for approval to make the edits. If there is a technical question or if we may be altering meaning by making a change, we will check with the author first. If we believe a significant change needs to be made without a major rewrite, we will check with the author first. If we are interested in the article, but feel that it needs a major revision due to lack of clarity, poor writing, lack of focus, or inappropriateness, we will send it back to the author to request that it be rewritten.

## **Style**

Please follow these guidelines for style issues:

- A. Our organization name is always "Christian Homeschool Association of Pennsylvania (CHAP)" on the first mention and "CHAP" on subsequent mentions. Note no periods in "CHAP."
- B. We capitalize all proprietary words (i.e. CHAP Convention, CHAP enews, etc.)
- C. Paragraphing for a magazine or newspaper is different than for an essay or book. While you still want to be aware of paragraphing for content, paragraphing is used more for visual clarity. The editor may create more paragraphs than you have in your original article submission for this reason.
- D. A more extensive style sheet is included later in this document. Please refer to it for additional style instructions.

## **Format**

Please submit your copy by email either as a file attachment in Microsoft Word or in the body of your email message to [staff@chaponline.com](mailto:staff@chaponline.com). It is also a good idea to email a PDF file with formatting if you have titles, foreign words, or any special formatting needs, since these may be lost in the email transmission.

### **Formatting Guidelines**

- Include the title of your article on page one, along with your name.
- Include your name, mailing address, phone number, and email address at the end of the article.
- Use one space after end punctuation.
- Please limit use of other formatting such as bold or italics. It does not translate and produces extra work for the person doing the layout.
- Please do not use any automated footnote or endnote features in your Microsoft Word document, as these do not translate and produce extra work for the person doing the layout. We prefer the use of internal citations. Extensive citation guidelines are provided later in this document.
- Please include a brief bio - 50 words or less is best. 100 word maximum as space allows. Include two or three short sentences about yourself containing information such as the year you began homeschooling, number of children you have, what leadership positions you hold, books you've written, etc.
- Please email us a professional photograph of yourself (high resolution required for the magazine).

## **Contact**

Thank you for sharing yourself with the home education community! These guidelines can also be found online at <http://www.chaponline.com/chapmagazine/writers-guidelines/>

## ***CHAP Magazine Citation Guidelines***

As writers seek to explore, investigate, and apply the theories, research findings, and commentaries of others in their submissions to the CHAP Magazine, we encourage each to apply the following rules when referencing and citing other published works.

### **Short Quotes**

When referencing and/or quoting a published work you need to include the author's name, the year of publication, and the page number (or page numbers) from which the quote was taken. If no page number is available (as in the case of a website) a notation of "n.p." for "no page" will suffice.

Example:

Dewey (1889) states, "The child's own instincts and powers furnish the material and the starting point for all education" (pg. 4).

As you can see from the example above, the author's name was provided in the text of the sentence while the publication year and the page number were provided in what is called a parenthetical citation. Depending on the writer's needs or preferences, the required citation information can be provided in the text or in a parenthetical citation.

Example:

"The child's own instincts and powers furnish the material and the starting point for all education"  
(Dewey, 1889, pg. 4).

### **Long Quotes**

Direct quotes from published works that exceed 40 words should be offset in block quote format. In a block quote, every line of the quotation is indented 1/2 inch from the left margin and quotation marks are omitted. In this case, quotation marks are then not needed.

Example:

I believe that this educational process has two sides—one psychological and one sociological; and that neither can be subordinated to the other or neglected without evil results following. Of these two sides, the psychological is the basis. The child's own instincts and powers furnish the material and give the starting point for all education. (Dewey, 1889, pg. 4)

### **Reference List**

If a writer references any previously published work, he or she should create a reference list to be included at the end of his or her article. Writers are asked to reference the American Psychological Association (APA) citation formatting guidelines here:

<https://owl.english.purdue.edu/owl/resource/560/05/>.

## CHAP Style Sheet

<b>Publication Title</b>	<i>CHAP Magazine</i>
<b>Homeschool is one word</b>	The word “homeschool” and all of its variations are always spelled as one word: homeschool, homeschooler, homeschooling, homeschooled.
<b>CHAP Proprietary Terms Are Always Capitalized</b>	CHAP Convention, CHAP Members, and any proprietary CHAP event title (i.e. CHAP Homeschool Annual Convention) are always capitalized.
<b>Use Comma Before Final Conjunction</b>	Use a comma before the final conjunction (and, or) in a series (i.e. “A pencil, a protractor, and a compass were all used by the student.”).
<b>Numbers</b>	Numbers one through nine should be written out. Numbers 10 and greater should be in Arabic form.
<b>Internet terms</b>	Website, online, and email are each written as one word without hyphenation. Internet is capitalized.
<b>Titles</b>	Book and magazine titles should be italicized. Place series titles in quotes.
<b>Capitalization</b>	<b><u>Do not capitalize:</u></b> godly, biblical, scriptural, gospel (as in gospel music), mom or dad unless it can be replaced with their name in a sentence, position titles unless they precede a name <b><u>Capitalize:</u></b> the Bible, the Scriptures, the Gospel of Christ or the Gospel of Salvation, He or Him when referring to God, Jesus, or the Holy Spirit, proper nouns, organization titles
<b>Plurals</b>	1700s, CDs, DVDs (no apostrophe)
<b>Punctuation</b>	<ul style="list-style-type: none"> <li>• Do not use commas after short introductory phrases such as “Instead” or “Of course.”</li> <li>• Do not use commas in short appositives such as “My husband John.”</li> <li>• Always place commas and periods inside the quotation marks.</li> <li>• Always place semicolons and colons outside the quotation marks.</li> <li>• Place question marks, exclamation points, and dashes inside the quotation marks when they apply to the quote only or to the quote and the entire sentence at the same time. Place them outside the quotation marks when they apply to the entire sentence only.</li> <li>• Limit the use of exclamation points.</li> </ul>
<b>Time and Date</b>	<ul style="list-style-type: none"> <li>• AM or PM is preferred, but a.m. or p.m. is acceptable (all lower case with periods).</li> <li>• Do not use ordinal numbers for dates when including the year (i.e. write May 8, 2009 not May 8<sup>th</sup>, 2009).</li> <li>• Include a comma after the day before the month (Monday, May 8, 2008).</li> </ul>
<b>Convention Specialty Words</b>	<ul style="list-style-type: none"> <li>• NOUN OR ADJECTIVE: set-up, tear-down, check-in, pick-up</li> <li>• VERB: set up, tear down, check in, pick up</li> <li>• HYPHENATE: pre-register, pre-registration</li> </ul>