

## Submission Guidelines

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### Submission Guidelines *The Register*

*The Register* welcomes manuscripts intended to build the professional capacity of principals and vice-principals in elementary and secondary schools. The following are guidelines to increase the likelihood of your manuscript's inclusion in *The Register*.

#### What Should I Write About?

Manuscripts are welcome on a wide variety of topics that are of professional interest to secondary and/or elementary school leaders. *The Register* has a provincial readership so manuscripts should have a broad (rather than local) appeal. Manuscripts are considered on their relevancy, readability, originality, interest level and timeliness. Specifically, the editorial board seeks manuscripts for *The Register* that:

- Incorporate exemplary best practices and programs with reflection and candid discussion of barriers or problems. While manuscripts do not need to be research oriented, they should go beyond a celebration or promotion of any single school's success – consider what principals and vice-principals will find useful in your experience.
- Promote programs and practices that are replicable. Provide details about planning and process. Highlight what you learned, what you would change - what worked, what didn't work.
- Consider what principals can do with the information, even if it is to think about a problem from a different perspective. Tips, advice and examples can be provided as sidebars.
- Offer opinions on some topic of professional interest to principals.

#### How Should I Write It?

Manuscripts should be no more than 2000 words, and written in an informal, conversational style. Manuscripts should establish purpose, clarify limitations, avoid educational jargon, use examples and summarize effectively. When referencing other works, authors should use textual references ("As Jane Smith explains in her book *On Education...*") rather than parenthetical references or footnotes. You may include selected references at the end of the manuscript. *The Register* uses the latest edition of The Canadian Press Style Book and APA style when editing all manuscripts.

Book, Video or Software Reviews – The writing style should be similar to a manuscript, however you must include the name of a book/video, author(s) publisher, price and purchasing information (toll free number and website address). Unless the OPC has approached you to write a review, you will be required to provide us with a LOAN copy so the cover of the book or video can be scanned, or a high-resolution image of the cover.

#### What Should I Include in the Submission Package?

- Manuscripts may be sent electronically via email to [Iromanese@principals.ca](mailto:Iromanese@principals.ca)
- A cover letter that indicates your intention, and short summary of topic, as well as whether or not it has been submitted elsewhere.
- The author's name; education affiliation and title; address, telephone, fax number and e-mail address.
- A two-sentence author identification that will be included at the end of the published article. The first sentence should include your current title and affiliation; the second sentence should include some information that highlights key accomplishments or reinforces your authority in discussing the topic.
- Book, video or images (if applicable).

### **What Else Should I Consider?**

**Photographs** - Professional-quality photographs are welcome with the manuscript. Please include a photo credit and brief caption that identifies recognizable individuals with each photo. Photos with persons under the age of 18 must include a photo consent form signed by the parent or guardian of that child.

**Permissions** - If you use an extended quotation (including charts, graphs and tables) from another publication, you must obtain written permission from that publisher before submitting it with your manuscript. This permission must accompany the manuscript and there must be proper credit in a footnote.

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In accepting a manuscript OPC has the right, with due credit to the author(s), to

- edit and publish the submission,
- republish the submission or any part of it in future publications and
- reprint the submission in whole or in part at any time.

### **What Happens After I Submit the Manuscript?**

- You will receive an e-mail or phone call acknowledging receipt of your manuscript within a few days
- The editorial committee reserves the right to make any editorial changes and the committee makes the final decision when the article will be published.
- The editor will be in occasional contact with you to discuss revisions.
- You may be contacted to set-up a photo shoot depending on the nature of the manuscript.
- When the manuscript is published, you will receive a few complimentary copies of *The Register*.

### **Please Forward Your Manuscript to:**

**Peggy Sweeney, Editor**  
The *Register* - Ontario Principals' Council  
20 Queen St. W  
27th Floor  
Toronto, ON M5H 3R3

Email: [psweeney@principals.ca](mailto:psweeney@principals.ca)