



PENN SACCA

PENNSYLVANIA SCHOOL-AGE CHILD CARE ALLIANCE

105 EAST HOOVER STREET MOUNTVILLE, PA 17554

Guidelines for Submitting Articles for Publication in PENN SACCA Reports

PENN SACCA Reports is published four times a year. We accept article submissions on the following timeline:

Month of Publication	Submission Due Date	Theme
April	March 25 th	Family Involvement
June	May 15 th	Summer Camp
September	August 19 th	Social/Emotional Learning
December	November 18 th	Conference

Article Submissions

- Articles should **not exceed 425 words**
- Submissions are to be sent electronically as a Microsoft Word attachment to PENN SACCA Reports Editor, Valerie Clark, at: vaclark@comcast.net
- If it is not possible to include a Word attachment, copy and paste the article into the body of the email
- PENN SACCA Reports editor reserves the right to edit, or shorten text as necessary
- Submission of an article does not guarantee it will be published in the newsletter

Photo Submissions

- Photos are to be sent electronically to PENN SACCA Reports Editor, Valerie Clark, at: vaclark@comcast.net
- Photos can be submitted in color or black and white
- Photos must be saved at 300 dpi
- Photos may be formatted in EPS, TIFF, or JPEG
- PENN SACCA Reports editor reserves the right to use, edit, or crop photos
- Submission of photos does not guarantee they will be published in the newsletter

Sections to Include in Your Article

- Title (catchy, self-explanatory, different, yet easy to comprehend)
- Introduction of Topic (It should explain the topic at hand without revealing everything that's going to follow, and egg the reader to move ahead)
- Body of Information (Put in all the details and explanations, along with your examples or illustrations)
- Summary or Conclusion (A brief recap of the entire article, which signifies the end of the write-up-do not include new ideas or thoughts)
- Name of Writer, Program Name, Address, & Key Region

Sources of Article Content

- The author must secure any necessary permissions for copyrighted material for print and electronic reproduction.

Guidelines for Writing Articles

- Keep it simple (i.e., short, informative paragraphs)
- If you wish, include images that are relevant to the subject matter, and are clear and easy to make out
- Use bold and *italics* to help make your point. If you feel strongly enough about something... underline it as well
- Use subheadings if it helps to clarify the content
- Avoid useless content
- Use numbered or bulleted lists if appropriate
- Leave white space so reader is not overwhelmed with amount of content