




BCTF

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Social Justice Newsletter Submission Guidelines for 2018–19

The *Social Justice Newsletter* is now published twice a year—Winter/Spring and Summer/Fall. Deadlines for articles to be published are January 15, 2019 (for the Winter/Spring edition, published in time for the AGM) and May 15, 2019 (for the Summer/Fall edition). The distribution for the newsletter is all school staffrooms, local presidents, social justice contacts, the Executive Committee, and other relevant groups. We also send copies of the newsletter to every contributor, especially those in the community, and to those individuals or groups who are featured in the articles.

You may have noticed in recent issues that many SJ representatives have submitted articles to be published. We are always looking for a variety of articles that cover a number of social justice issues and a wide range of views. We encourage each of the CASJ action groups to submit an article for each edition. These can be articles relevant to current events or issues affecting that action group which would be interesting to all readers.

Other good articles may be those describing projects with students (such as the Ed May or local SJ grant projects), regional or local conferences, new workshops, or other social justice projects in schools or in the community. Lessons plans and teaching ideas related to social justice that you think would be useful to teachers would be appreciated. It is also great to have at least one philosophical article in the newsletter.

Please send your articles, photos, illustrations, and other related graphics to: Barbara Ryeburn, bryeburn@bctf.ca or Todd Patrick tpatrick@bctf.ca, no later than the deadline. Put “SJ newsletter submission” in the subject line.

Guidelines for submitting articles to the *Social Justice Newsletter*

1. Send in your article in Word as an attachment, single- or double-spaced without bolding, underlining, or extra capitalization (our Graphics designers will create the headings in a style that matches the newsletter). Include any interesting photos, logos, artwork, etc. (see note below). The more colour you can add to your piece, the more attractive and interesting it will be.
2. Articles should be a maximum of two single-spaced pages. We may have to edit articles for brevity, but every effort will be made to keep the content intact. All articles go through quite a rigorous proof-reading process.
3. Most often, references and citations will not be included in newsletter articles but will be kept by Professional and Social Issues Division support staff at the BCTF and given out to those members who request them. As well, long lists of websites will be reduced to two or three of the most significant ones.

4. Images (photos) need to be 4 inches x 6 inches, high resolution. Anything pulled off the web is low resolution and is not suitable for print. Sending images in Word format is not acceptable. It is best if you send the images (clearly identified) as separate files. JPEG, TIFF, EPS, PDF are all acceptable formats. Do not submit photos taken on your phone!
5. We need to know who took the photo(s) and the names of anyone in them. It would be very helpful if you would get permission for us to use them. In case we have to request their permission, please provide the name and contact information of the person who supplied the image. Illustrations also need to have the originator's name and contact information.
6. For any material that you want included that is not your original writing, copyright must be approved by the original publisher before it can be included in the SJ newsletter. This is done at BCTF by the Information Services Department. Please include detailed information of your source(s).
7. If you want to include websites in your article, please review them and ensure they are active and appropriate for teachers to use with students. We will also check them, but it takes hours of our time to check websites and often we cannot find them. Make sure you have the correct URL. These sites should be where teachers can find new information, lesson plans, and teacher resources. Please do not include Amazon and other order companies or advertisements. We cannot guarantee that inappropriate ads are not on those pages so we will not use them.
8. Please ensure that your name, committee, local and/or school, and any other contact information is included at the top of any article submitted.