# Online Journal, *OnCore*
# Article Preparation Guidelines

Articles should address topics of interest to teachers at one or more of the grades, Pre-Kindergarten through Grade 12. Activities and games that advance understanding of core topics are preferred. Occasionally, there will be special issues that address highlighted topics. Information about those will be announced in the AATM Newsletter.

Articles should not exceed 2000 words in length, including references. They must be double spaced, have one-inch margins, and paragraphs should be indicated by indents (tabs), not by an extra line space. Font should be 12 point Times New Roman. Tables, drawings, photos, or schematics must be appropriately titled. Authors' names should not be on the article. In the footer, place the title of the article and the page number.

Information in articles should be original. Any statements excerpted from other sources, regardless of length, must be appropriately cited in the text (author(s), year of publication, and page number(s)), and be referenced at the end of the article following current APA guidelines. Photographs of individuals participating in the activities cannot be included.

The cover sheet (not part of the 2000 words) should include a 300 word (max) summary of the article, and for each author: name, title, school or business name, phone number, address, email, and a headshot (jpg) to include with the article. List the authors in the order that you wish them to appear in the article.

All articles will be reviewed by a board of article reviewers. Notification of the status of your article will be sent within 6 weeks of reception of the article.

Article should be sent as a *MS Word* document to Carole Greenes, *OnCore* Editor at cgreenes@asu.edu.

Submissions are due no later than Mar. 31
for the spring issue and Sept. 30 for the fall issue.