



GUIDELINES for Submitting Articles



**Thank you
for your contribution
to
Children's Technology
and Engineering.**



Produced by the International Technology and Engineering Educators Association in conjunction with the Children's Council of ITEEA

When submitting articles for *Children's Technology and Engineering*, please follow the guidelines below:

general guidelines

- Give the article an appropriate and interesting title (eight words or less). The title should reflect the theme but not be exactly the same wording.
- Keep the text to no more than the recommended word count for your article (Article: 1650; Activity, Books to Briefs, Teacher to Teacher, Resources, Career Connections, Techno Tips: 1100; Editorial, CC President's Message, Web Links, Quick Activity: 550).
- Use straightforward language and an informal style.
- Submit the article by email to the Field Editor (CMcLaughlin@ric.edu), preferably in MS Word.
- Photographs and illustrations should be submitted to kluff@iteea.org. See image submission guidelines below. Make sure you have permission to publish photographs of children and/or their work. The editorial board and ITEEA cannot take responsibility for this.
- Give the name, job title/role, and email contact information of each contributor to the article at the end of the text.

images

- Images must be high resolution (300 dpi or higher) and submitted as separate image files – tif is the preferred format, but jpg is acceptable – always 300 dpi or greater. Images embedded in (or submitted as) a Word or WordPerfect document are not acceptable.
- If you are unsure of how to create a high-resolution image, consult your camera's owners' manual to determine which setting(s) will provide a 300 dpi image.
- Internet Images – Do not use images that have been copied from the Internet. These images are almost always low resolution, and their use may infringe upon copyright laws.
- Photo Releases – All photographs must be accompanied by signed release forms for identifiable parties. If the subject in the photo is a minor, the parent(s) must sign the [release form](#). Refer to the ITEEA website or call ITEEA for a copy of the release.

copyright

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