

SEEN Magazine Editorial Policy and Specifications

SEEN Magazine is distributed three times during the academic year to educators in the South-eastern states. It presents solutions to the challenges that confront students and educators, providing resources that can make a difference. Topics include educational options and choices, technology, security, conference planning and educational travel options. **SEEN Magazine** is written by experts in these fields. Articles are carefully reviewed for publication.

Articles should be approximately **400 to 800 words** and preferably be divided by three to five sub-headings throughout the text. Articles should be submitted in **Microsoft Word** or as plain text. The contents should include much more of a journalistic approach than an academic or personal approach. **SEEN Magazine** is more interested in articles on specific topics that may contain, for example, a step-by-step outline that explains the latest educational procedures. Our readers would rather see the bottom-line results of a study rather than an explanation of study design, variables, etc.

Articles should include a short, "catchy" title, and be submitted with a photo of the author and a 75-word (approx.) biography that paraphrases the author's credentials on the subject matter.

Content with no photos for a full page is 850 words; for a half page, 410 words.

FORMATTING

Include article title, byline (author's name, title and affiliation), subheads and photo captions. Omit use of tabs, boldface type, italics, underlining, bullets, paragraph indentation, double spacing after a period, double returns at the end of a paragraph or hard returns at the end of a line.

IMAGES

Articles are greatly enhanced by pictorial representations to help readers better understand the subject matter. Please submit a selection of visuals, such as photographs, charts, drawings or graphs. A full description or caption is necessary with each one. **Submit photos as a .tif or .jpg file at 300 DPI and 100 percent of the original size and line art and logos at 600 to 1,200 DPI. DO NOT EMBED IMAGES IN WORD FILES.**

SUBMISSION OF MATERIALS

Articles and graphics should be emailed to **editing@seenmagazine.us**. Please state whether the material has been submitted to **SEEN Magazine** exclusively.

Questions

Please contact Editor Sherry Brooks at 866-761-1247.

SEEN Magazine reserves the right to reject any manuscript, including those that we believe contain excessive endorsements of a single manufacturer and/or product, or that have little or no additional value to our readers beyond product or company publicity. The editors also reserve the right to edit the material, including the right to delete excessive references to a single product or manufacturer and to delete language or sections of text that we believe has been incorporated solely or primarily for publicity.



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