

You Are Encouraged to Write for Multicultural Education Magazine

Multicultural Education magazine is an independent, quarterly educational periodical. Submissions are encouraged from educational scholars and practitioners at all levels. All submissions are peer reviewed, and authors will be informed of decisions about publication in as timely a manner as possible. The following guidelines are offered to assist with preparation and submission of materials appropriate to the magazine.

Categories: Each issue of *Multicultural Education* magazine includes the following categories of material: (1) feature articles related to any and all aspects of the multicultural education field; (2) "research articles" related to current issues in the field; (3) "promising practices" articles that describe and advocate specific multicultural education practices and procedures at various educational levels; (4) "perspective" articles related to such areas as multicultural art, film, music, and technology, as well as personal opinion pieces about the field of multicultural education; (5) reviews of books and other multicultural education media; and (6) news items and announcements about organizations, events, conferences, and other multicultural education programs. In making a submission, authors are asked to indicate to which of these categories they are submitting.

Format: All submissions should be double-spaced, including references and any other materials, and either typed or as output from a letter-quality printer. Please send four full copies of each submission, with the title noted at the top of each page of each copy. The title of the manuscript, name(s) of author(s), academic title(s), institutional affiliation(s), and address, telephone number, and e-mail address of the author(s) should all be included on a cover sheet separate from the four manuscript copies.

What to Send: In addition to the four copies of the manuscript and the cover sheet, we ask that authors send the full text of the submission as an electronic file in MicrosoftWord. If you wish the manuscript or other materials to be returned after consideration and publication, please also send a stamped and addressed return envelope large enough for that purpose.

Where to Submit: All submissions should be addressed to: Heather L. Hazuka, Editor, *Multicultural Education Magazine*, Caddo Gap Press, 3145 Geary Blvd., PMB 275, San Francisco, CA 94118 U.S.A.

Preparing the Material: We are looking for manuscripts that provide new information and perspectives on multicultural education and that invite dialogue. Our goal is to provide useful, interesting information about multicultural issues to a broad range of readers in a variety of academic disciplines and educational and work settings. Please consider the following suggestions:

- ▲ Keep the presentation clear and straight-forward. *Multicultural Education* magazine's audience includes educators at all levels from preschool to college/university.
- ▲ We will consider submissions of any length; the length of your material should be determined by what you have to say; don't pad to make it longer or cut anything you feel is important.
- ▲ Use practical examples whenever possible to support key points.
- ▲ Explain the meaning of all terms and words that may not be understood by the typical education reader.
- ▲ In the case of reviews, be sure to provide the full title, author(s), publisher, year of publication, number of pages, price, and ISBN number of the book or other media being reviewed. We will not publish a review without that information. We also welcome photographs of book covers as illustrations for reviews.
- ▲ We seldom use material that has been published previously. If your article has been submitted elsewhere and gets accepted for publication, let us know immediately.

Graphics/Photographs/Art: Charts and tables, high quality black-and-white photographs, and original art that complement your submission are most welcome. In the case of photographs, please be sure to provide the names of the people in the photos and explain where the people are and what they are doing. In the case of art work, please provide biographical information on the artists along with their name(s) and address(es). In all cases please send these items as electronic files, or send clean originals that can be scanned.

What Gets Published: Priority will be given to submissions that offer new ideas and fresh perspectives, and those that are written in a communicative and interesting manner. Our peer reviewers judge material both on the accuracy and relevancy of content and the potential interest it has for our readers. Some submissions will be accepted immediately, others will be returned for possible revision by the author(s), and some will be rejected because the material is not deemed interesting for our audience or because we have previously published similar material.

What Gets Edited: *Multicultural Education* magazine conforms to APA style. Most manuscripts require editing. Editing focuses on grammatical errors and style; content and meaning will not be changed. Manuscripts requiring extensive revision will be returned to the author(s) for revision or rejected. Authors are responsible for the accuracy of the information in their articles. If you find that corrections need to be made to your manuscript after it has been submitted, or if information needs to be updated, please so inform us as quickly as possible. Following revision and acceptance, we will prepare material for publication, and we will send page proofs to the author for review and final corrections.

Reprints: We grant permission to reprint materials from *Multicultural Education* in other publications or for use at conferences or with K-12 and college/university classes on a per-request basis. We ask for a reprint fee in cases where the material will appear in a form to be sold. Authors are free to reprint their own articles. Reprint requests should be submitted to Caddo Gap Press, 3145 Geary Blvd., PMB 275, San Francisco, CA 94118, U.S.A.

Questions?

Contact Heather L. Hazuka, Editor and Associate Publisher

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