

Guidance on preparing a contribution for AND magazine

The majority of contributors to AND share successful projects and celebrate pupils achievements with other colleagues through its pages- this is a key function of AND. To this end I am sometimes contacted by correspondents who say that they have a good idea for an article based on a project in the art room but they are unsure of where to start in recording it or what to include. What follows therefore is one possible structure for an article, though it is not the only model and contributors do not have to follow it as individual approaches are encouraged. If addressed in order though, it can provide all key information that should be required by others. By keeping to the word limit of 600-800 it will not be difficult to produce a complete piece.

The style-

write for the typical AND reader –who is usually a busy art and design teacher/lecturer looking to become better informed about art education, maybe given new ideas, and entertained. If the style is accessible, 'snappy' and readable it will be engaging. However do please write your article in prose avoiding the use of bullet points.

The content-

Describe the context if it is relevant; *what is your school like? How large is the department? What class group was targeted and what were the abilities of students? Are there any distinguishing characters in your learners that are relevant to this project?*

Describe what you hoped to achieve by the project or curriculum activity. *Why did you decide to focus on this activity? What were the objectives? Was it addressing particular needs in your learners?*

Who was involved? Were other departments and/or outside agencies involved?

Organisation of learning *How and when was the project planned? Was the timetable altered to facilitate the activities? Did some pupils work in groups as well as individually? Within the department did the way you organise learning change? Were there any special materials and equipment required? Did this project involve special skills or technical ability on behalf of the teacher?*

Summarise the project content; *how long did it take; how was it introduced? Were there any critical studies references included? Were there any gallery visits or other external visits? What stimuli were used? Were there any other adults or helpers involved? What was the response of pupils?*

What practical activities were introduced and took place? Were the activities differentiated?

Assessment; *were the outcomes assessed? If so what were the assessment criteria? Were the pupils involved in their assessment?*

Description of a stage by stage procedure of the project- *(you may not deem this necessary or have the space to include it but it often helps others who want to replicate what went on)*

Description of the outcomes /analysis of the project

Why was this project successful? What were the characteristics of the outcomes?

What was exceptional about the students work? How did the students respond?

What, if anything, would you do differently if you repeated it?

Remember who the audience are-busy teachers like yourself-the more snappy and readable the better!

Notes

- i. This is not an academic journal but rather a magazine. Thus references at the end of your contribution are inappropriate though if the writer feels they are essential they can be included..
- ii. If you provide illustrations that are specific to any section of the article make sure you number them clearly and cross reference with the text. A maximum of 6 illustrations ensures they can be presented on a reasonable scale. Please do not send a large number of alternative images asking the Editor to make a choice of the 'best' six- selecting which six most effectively illustrate your activity is your responsibility.
- iii. If the images show the faces of pupils a separate consent form must be completed by each parent or guardian. Though schools may have entered into a global consent agreement for pupils facial images to feature in school publications, this will not extend to publication in a nationally distributed magazine such as AND. A copy of the consent form can be obtained by e mailing the editor.
- iv. The images should be presented separately rather than incorporated into the text- the design work for your piece will be done by the professionals.
- v. An existing piece that has already been designed into a particular format such as publicity flyer cannot be accepted.
- vi. Please provide a title for the article and state clearly at the end of your contribution the writers name, and if relevant, the institution where you work or your preferred professional title and e mail address. A mention of a website where further information can be found is helpful.
- vii. Email the article to me at editorand@nsead.org or if the files are large send it on a CD to my home address (available on request).
- viii. If the article has already been published elsewhere please let me know – usually pieces that have been in other journals are not published again in AND though there may be exceptions in the case of cross phase articles.

If you want to discuss a contribution or test out an idea for a piece email me or call on 07947582012.

John Bowden MA April 2010