

Novice Notes

Author Guidelines

Novice Notes is a two-page bulletin intended for preservice and novice teachers. It is a topical publication with each issue containing information and advice about a particular subject, with practical tips for beginning educators. It is published approximately 3 times per year as part of the *KDP News* e-newsletter.

Manuscript Format

Well-written manuscripts should have approximately 900–1,100 words, including references, if applicable. The document typically includes a bulleted or numbered list with easy-to-apply information as well as a list of resources (i.e., books, websites, etc.). Sidebars with related information also are welcome. Articles should be succinct, written with the intended audience in mind, and cover topics applicable to today's classrooms. Please include a short author(s) biography of up to 40 words.

Submission Process

Please submit manuscripts to Laurie@kdp.org. After the submission is received, the author will receive direct feedback regarding the viability of it as a *Novice Notes* document. Necessary changes or edits will be discussed with the author during the publication process.

Deadlines for Submissions

Submissions are accepted on a rolling basis.

Topics of interest include:

- Field trips – the basics of planning, procedures for deciding location, obtaining transportation, emergency procedures, contingency plans, chaperones, plans for students' medication, obtaining necessary tickets, behavior issues, contact with school secretary for phone numbers, etc.
- Job search information – interviewing, résumés and cover letters, places to look for jobs, managing the job search process
- Professionalism
- Setting up the classroom, including library
- Classroom management
- ESL/ELL - myths and facts, teaching strategies, communication, overcoming barriers
- Special education - primer for non-special education teachers – inclusion, reading an IEP, working with parents and administration, basic information
- Wellness – time management, stress management
- Starting first teaching job – forms to complete, collaboration, working with mentors, getting along with co-workers, teacher's lounge etiquette, keeping up with licensure/certification requirements
- Differentiating instruction