

British Association of Teachers of the Deaf

Advice to authors submitting articles to the BATOD Magazine

By Paul Simpson, Liz Reed-Beadle and Steph Halder



Magazine style

The Magazine style is more informal than that of an academic Journal and should not contain lots of tables of results and references – more about what you did and how it will affect Teachers of the Deaf.

The BATOD house style is to use the term 'deaf' rather than 'hearing-impaired' to cover the whole range of hearing loss unless authors specifically wish to use the term 'hearing-impaired' because it is part of the name of their service for example. We do not use the term 'deaf and hearing-impaired' because these are not two distinct categories but synonyms. This is also the practice followed on our website.

Word count

For articles, our word count is usually 750 words (1 page) or 1500 (2 pages). Sometimes articles may be longer.

Photographs will of course use up some of the space on a page and are welcome.

Electronic format

Submissions can be in almost any Windows compatible format. If your electronic file cannot be read, the Editor will get back to you to sort something out!

Articles on the website

Some articles are more suited to being displayed on the website where they can be downloaded for personal reference. Any such decision would be discussed with the author in advance.

Photographs and other graphics

Photographs and diagrams often enhance an article. All pictures should be 300dpi (dots per inch) and high quality.

If in doubt, the image should look clear and in focus on your computer screen when viewed at the size of a large holiday snap!

Please supply images as separate files rather than embedded in a Word document and include captions if required, particularly to identify people shown.

Photograph of author

We also like to include a picture of the author. The head and shoulders on the image should be clear and in focus when viewed on your own screen at the size of a large holiday snap. Random thumbnails grabbed from the web are not suitable!



This image of Paul is crisp and clear and ideal...

...while this one is low resolution which will not print well!



Permission to publish

All photographs of children must have parental permission and these photographs may be used in other BATOD publications and displays. A permission form is sent with this document and, when completed, it should be sent to the Magazine Editor. In this instance, the blanket permission from parents that your establishment may hold does not cover the Magazine.

Copyright

If someone wants to use an article, they need to contact the Editor to seek permission. Each Magazine contains this statement: "Please note that items from this Magazine may not be reproduced without the consent of BATOD and the source must be acknowledged. Photocopying items may breach copyright."

Please note that it is not usually appropriate to submit the same article to more than one publication.

Submitting articles to the BATOD Magazine

Please submit your article by the deadline agreed with the relevant Commissioning Editor or Magazine Editor.

Email addresses:

Please copy all submissions to articles@batod.org.uk

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When the article appears you will receive a letter of thanks and a complimentary copy of the Magazine if you do not already receive one.

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Steph Halder

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