

Advice to authors submitting articles to the BATOD Magazine

By Teresa Quail

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. However, BATOD recognises some authors may specifically wish to use the term 'hearing-impaired' because it is part of the name of their service or because they may be writing from overseas where different terminology is in use. 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 single page articles without images, length should be max **5,500 characters** (ie approximately 750 words) to fit on one page.

A standard article is typically two pages nevertheless we recognise some articles require more words to capture the context. Longer articles can be approximately 2250 words reduced according to the (number of) images in the article

Photographs are welcome but please see notes below.

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 can be downloaded from the BATOD website 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 unless it includes use by external organisations.



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.

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 batod_aneo@icloud.com

Commissioning Editors articles@batod.org.uk

Teresa Quail, Magazine Editor magazine@batod.org.uk

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.

Teresa Quail, Editor, March 2020

Photographs and other graphics to go with articles

Photographs and diagrams often enhance an article, however, it is very important that images submitted are sufficiently high quality to be used in a printed magazine.

Please take the time to check image quality before sending photos

- All pictures should be high quality, crisp and in focus, ideally 300dpi (dots per inch).
- Please do not send web grabs or images from social media as they are far too low resolution for use in a printed magazine.
- If you can check image size, anything over 1MB is usually fine.
- Please supply images as separate files rather than embedded in a Word document and include captions if required, particularly to identify people shown. Or send as attachments as well as the Word doc which includes the images.
- Diagrams/charts etc originated in Word – please send the Word document if at all possible for best legibility in magazine.

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 phone screen at the size of a large holiday snap.
- Random thumbnails grabbed from the web are not suitable!



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

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

