

ATE Publication Proposal Form Submission Guidelines (Communications Committee 10/05)

Please describe:

1. the type of publication you are proposing to write and the intended audience.
2. a rationale for ATE to support the publication of your work.
3. your group, the members of your group, and their associations with ATE (as a group and individually); authors' associations with other organizations involved in this research and/or publication; attach an abbreviated c.v. for each author (limit c.v. to two pages per author).
4. the tentative title of your publication.
5. the subject matter, the scope, and intended purpose of your manuscript.
6. the table of contents with brief summaries and identification of authors for each chapter.
7. the anticipated length of each chapter.
8. a completed introduction to the text.
9. a completed sample chapter.
10. the anticipated length of the text.
11. a list of competing texts.
12. the anticipated completion and submission dates.
13. if the text will include photographs, illustrations, maps, appendix, index, etc.
14. if you have or need written permissions to use material that may be copyrighted (illustrations, lengthy quotations from scholarly works, quotations from fiction, poetry, etc.).
15. primary contact; include name, address, telephone, fax, and email information.

Procedures

Proposals must be written as a word document (double-spaced, size 12 font, one-inch margins, APA). Submissions must include one electronic copy on a CD-R and three hard copies. Complete packages must be mailed to the Chair of the ATE Communications Committee at least three months prior to the next ATE meeting, i.e., November 1 for the annual winter meeting and May 1 for the annual summer meeting, to allow time for review and response. A copy of the review form is attached.

ATE Publication Proposal Review Form
to be completed by three or more members of the Communications Committee

Criteria	3	2	1	comments
1. theory-based with supportive research				
2. current and thorough				
3. illustrative practice and application				
4. relevant to contemporary needs and concerns				
5. appropriate readability and interest				
6. coherent progression in table of contents and text				
7. valuable contribution to field of education				
8. suitable fit with ATE				
9. complete proposal				missing:
10. suggestions:				

3 = acceptable
2 = incomplete and must be readdressed
1 = inadequate and unacceptable