

## Writing Guidance

The table below shows you the key elements that should be included in your article to ensure that it fits the *SSR in Practice* article format.

Your submitted article should be sent as a word document with images included in context in the article AND as separate jpeg files.

Your article will be typeset, so your word document will not reflect the final layout.

Word counts for each section are indicative, but a maximum TOTAL word count of 1200 words must be adhered to (including introduction, conclusion and any useful links).

*SSR in Practice* operates on a two-page format for articles, so run-over is not possible.

If the article includes more than two or three small images, then a reduced word count of 1000 words may be necessary. Please indicate to the editor what may be cut if needed.

You will also be provided with an example article and the *SSR in Practice* 'Journey from idea to publication' graphic so that you are aware of the stages from here to publication.

<b>Title</b>	Maximum ten words
<b>Author name</b>	Please make clear who should be attributed as an author.
<b>Author Biography</b>	For each author we require:
<b>Author email and Twitter</b>	<ul style="list-style-type: none"> <li>• <b>A good quality headshot (sent as a separate jpeg file)</b></li> <li>• A short biography in the format '[Name] is [role] at [institution] and also [any ASE role].'</li> <li>• Email address for publication (or an organisation email).</li> <li>• X (formerly known as Twitter) handles of authors (or organisation) if you wish these to be published.</li> </ul> <p>Please make clear the contact email for our production team to use to get back in touch with you at the proof stage.</p>
<b>Introductory text</b>	Maximum 15 words Format: [Author(s) names] shares/discusses/describes/[other verb] ...
<b>Introduction</b>	85 words (approximately) Something to draw the reader in and introduce the topic of the article. It sometimes helps to write this last.
<b>Main narrative</b>	1000 words (or 800 if larger images are included) Please use subheadings to divide up the text and provide visual guidance to the reader.
<b>Conclusion</b>	50 words (approximately) A couple of sentences to wrap up the article and to precede the references.
<b>Acknowledgements</b>	For a person, please use the format: 'I/We would like to thank [name], [role] at [institution] for...'

	For an organisation, please use the format: 'I/We would like to thank [organisation], for...'
<b>Useful links</b>	50 words (approximately) List any resources mentioned in the article. Alternatively, the subheading may be 'Further information', which allows the listing of links to additional information.
<b>References</b>	If appropriate and limited to a maximum of three where possible.
<b>Images</b>	<p>Please supply good quality jpeg images sent as separate files – if these are pupils' work, please refer to school policies for permission to use.</p> <p>For any other images not originated or owned by the author, written permission to use such images should be obtained by the author from the original source and such permissions passed on to the Editors along with the article. Alternatively, if the author believes the image to be Creative Commons with appropriate usage, details of the Creative Commons license should be provided for the Editors along with the required attribution.</p> <p>Identify where the images will go in the text using square brackets, e.g. [INSERT Figure 1. An example of a completed word map].</p> <p><b>Please then place the image within the text for the benefit of our reviewers.</b></p> <p><b>Please also supply good quality jpeg images sent as separate files. These are needed by the production team.</b></p> <p>Note that all figures need to be referred to within your main text. Figures should be labelled in the order in which they appear within your text (i.e. Figure 1, Figure 2, Figure 3).</p>