

Spotlight on Teaching: 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.

Title	Maximum ten words
Author name	Please make clear who should be attributed as an author. For each author we require: <ul style="list-style-type: none"> • A good quality headshot (sent as a separate jpeg file) • A short biography in the format '[Name] is [role] at [institution] and also [any ASE role].' • Email address for publication (or an organisation email) • X (formerly known as Twitter) handles of authors (or organisation) if you wish these to be published. Please make clear the contact email for our production team to use to get back in touch with you at the proof stage.
Author Biography	
Author email and Twitter	
Introductory text	Maximum 15 words Format: [Author(s) names] shares/discusses/describes/[other verb]...
Introduction	85 words (approximately) Something to draw the reader in and introduce the topic of the article. It sometimes helps to write this last.
The issue	200 words 'I/We had this issue..' Introduce the issue that you faced. 'I/We read/heard about..' Cite the evidence base upon which the solution(s) is/are based.
Context	100 words See recently published examples. Make sure that you include information relevant to your article.

Approach	250 words Make it very clear to the reader what you did. Think about 'step-by-step' in prose, i.e. 'First... then...' etc. Often, an image of 'the intervention' can be used here.
Findings	250 words This is based on professional reflection. They are findings that you discovered in this case. You cannot make generalisations, but you can make claims in this context. Identify 2-3 key findings to present. These can be supported by an image of a pupil's work. Use good examples, make a claim and back it with evidence from the context, e.g. 'Using the template, pupils began to use the key words correctly in sentences, or 'Michael used "photosynthesis" correctly in three situations (Figure 2)'. Note: reviewers are quite hot on this. They need specific examples for claims, rather than generalisations.
Reflections and next steps	200 words Take the opportunity to refer back to the evidence base that you used as a solution. How did it work out? Raise any issues or concerns that you had, or have, about this approach. State specific next steps
Acknowledgements	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...' If you have had the support of a writing mentor, please ensure that you acknowledge them appropriately.
Useful links	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. This section is optional.
References	If appropriate and limited to a maximum of three where possible.
Images	Please supply good quality jpeg images sent as separate files – if these are pupils' work, please refer to school policies for permission to use. 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. Identify where the images will go in the text using square brackets, e.g. [INSERT Figure 1. An example of a completed word map]. Please then place the image within the text for the benefit of our reviewers.

Please also supply good quality jpeg images sent as separate files. These are needed by the production team.

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).