

# Submissions to *The Bookmark*

All articles and units are submitted to *The Bookmark* Chairperson.

Direct any submissions or questions to *The Bookmark* Chairperson. Contact information can be found at <http://www.bctf.ca/bctla/info/executive.html>.

In order to facilitate the production of *The Bookmark*, please adhere to the following guidelines when submitting articles:

- Submit electronic material only.
  - Windows users, use MS Word format or in Rich Text Format (RTF).
  - Macintosh users, please save your document in Rich Text Format (RTF) unless you are use MS Word.
  - If you are unsure of this process, contact *The Bookmark* Chairperson.
  - **Print material will not be accepted.**
- The following general guidelines are used:
  - Font:
    - Font: Arial
    - Titles: **18 Bold**
    - Authors: **12 bold**
    - Text: 10 normal
  - Style:
    - APA style
    - teacher-librarian (no capitals)
    - secondary school (not high school)
    - Canadian spelling
    - Quotations: British style
    - *The Bookmark* (not Bookmark)
    - Two spaces after periods
- Please attach a brief autobiography (2 - 5 sentences), and a biography of any other people involved in the unit/article, including name, school, school district and position. You may include other information if you wish, including a photo in JPEG format if possible.
- Provide us with an email contact in case we need to contact you for any reason.