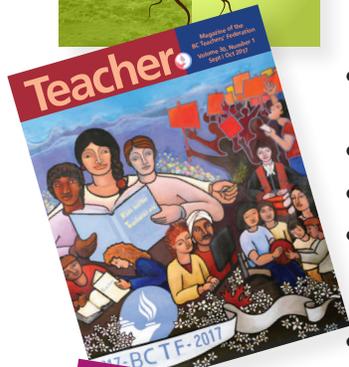
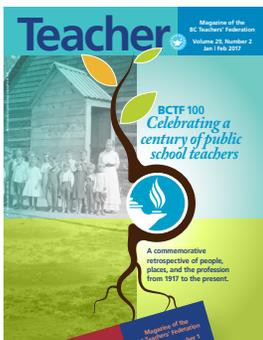




## Teacher submission guidelines

Do you enjoy writing? Have a story to tell?  
An idea, topic, or issue you want to share with colleagues?

If so, consider writing for *Teacher*, the  
flagship publication of our union!



### Tips for getting published in *Teacher*

- Consider our audience: *Teacher* goes to all BCTF members, to academics in education faculties, MLAs, retired teachers, and other provincial teacher organizations, so your story must have relevance and wide appeal to K–12 teachers.
- Create an emotional hook to draw the reader into your story.
- Use an informal, narrative style.
- Write in your own voice and without jargon.
- Avoid an overly academic approach; we do not include footnotes. If you wish to refer your readers to sources, write them into the body of your text.
- Test your draft on a colleague or two to ensure it is clear, coherent, and concise.

### Articles for *Teacher*

- Include a suggested title or heading at the top of the page.
- Put your full name and where/what you teach underneath your title.
- Include phone number(s).
- Maximum number of words is 500.
- Send in a plain text Word document in 12-point font.
- Deadlines for each issue are published in *Teacher* magazine.

We reserve the right to edit or condense any contribution considered for publication and cannot guarantee publication in *Teacher*. Sometimes we may suggest writers resubmit to alternate BCTF or PSA publications or submit online to TeachBC at [teachbc.bctf.ca](http://teachbc.bctf.ca).

### Letters to the editor

- Ensure your letter is timely and relevant to the *Teacher* audience.
- Questions/discussion of BCTF policy are better addressed to BCTF decision-making bodies, such as Local Associations, the Executive Committee, the Representative Assembly, or the Annual General Meeting.
- Keep your letter to a maximum of 250 words.
- Submit in a plain text Word document 12-point font.
- Include your name and what/where you teach or your affiliation if you are not a BCTF member.

We are unable to publish all letters we receive. We reserve the right to edit or condense letters to the editor.

### Submitting photos

- Send the photo in at the highest possible resolution.
- Send only one at a time to [teachermag@bctf.ca](mailto:teachermag@bctf.ca) (our server cannot accept a file larger than 8 MB) with the subject line **Photo to accompany (insert name) article**.
- Include the full name of the photographer and the title of the article it goes with in the body of your message.
- Include a statement in your email that you have on file photo release forms if children and/or students appear in the photo.

**It is highly recommended that you pitch your story idea to the editor before writing.** For more information about themes, deadlines, or to pitch a story idea, contact the editor of *Teacher* at [teachermag@bctf.ca](mailto:teachermag@bctf.ca), or call 604-871-1877, toll free 1-800-663-9163.

Please submit to [teachermag@bctf.ca](mailto:teachermag@bctf.ca)