



Massachusetts Art Education Association

The MAEA News

Submission Information, Guidelines, and Release Forms

Submission Deadlines

Fall/Winter - Articles Due First Friday in October - Issue out Mid October

Conference Issue - Articles Due First Friday in February - Issue out Mid February

Spring/Summer Issue - Articles Due First Friday in June - Issue out Mid June

Required for Submission

- **File format:** Article text should be in either Microsoft Word or Google Docs, with no special formatting. Image files should be jpg, and should be submitted as separate files. Do not embed jpgs/images into document with article text.
- **Appropriate release forms:** A signed release form should be submitted with each article submission that includes images. If images include people, please complete the Photo Release form.
- **Your contact information:** Email address (not for publication).
- **A biographical statement:** Exactly as you would like it to appear in The MAEA News. It should include your full name, affiliation(s), and a short biographical statement, about 30 words.
- **Sources should be cited in APA style:** See owl.english.purdue.edu/owl/resource/560/01/ for detailed instructions.

Types of Submissions

- **Feature Articles (1200-1500 words)** related to teacher education, school/classroom practice, policy issues, socio cultural issues, program administration, research projects, and anything else of general interest to the MAEA community.
- **Personal Accounts (500-700 words)**, including stories and tips from the classroom and descriptions of successful activities. We would also like personal accounts from students who have interesting stories to share.
- **Book or Material Reviews (400-750 words)**, including resources for teachers, textbooks, apps, websites, and software. Book/material reviews should include a disclosure if you were compensated in anyway for the review.
- **Brief Reports (500-900 words)** that describe what is going on in all parts of the Art Education world. This may include K-12 programs, college and universities, early childhood programs, etc., as well as reports on conference presentations and papers.

Note that these are guidelines only. If you have an idea for a contribution that falls outside of these guidelines please email editor@massarted.com.



Artwork Permission Request/Release for Publications

I, _____, hereby give the Massachusetts Art Education Association (MAEA) the absolute right and permission, in regard to my artwork:

- to publish the art with credit to me (as copyright owner or licensing agent of the material)
- in print, for possible posting on the MAEA website, www.massarted.com and for digital archiving on our website.
- to use, re-use, re-publish the same in whole or in part, separately or in conjunction with other artwork in any medium, including (but not limited to) illustration, promotion, and advertising.

Please provide captions for all images. See image submission requirements for details.

I hereby release and discharge the Massachusetts Art Education Association from any and all claims and demands arising out of or in connection with the use of the artwork.

I have read the foregoing and fully understand the contents thereof.

Signature _____ **Date:** _____

Name _____

If under age 18, adult signature required.

I represent that I am the (father, mother, guardian) of _____,

the above named child. I hereby consent to the foregoing on his/her behalf.

Parent Name _____

Parent Signature _____ **Date:** _____



Photo Release for Publications

I, _____, hereby give the Massachusetts Art Education Association (MAEA) the absolute right and permission, with respect to the photos that MAEA has taken of me, or in which I may be included with others:

- to use, re-use, publish, or re-publish the same in whole or in part, separately or in conjunction with other photographs, in any medium and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, and advertising.

This includes possible posting of the published article on the MAEA website, www.massarted.com and digital archiving on our website.

I hereby release and discharge MAEA from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims for libel.

This authorization and release shall ensure to the benefit of legal representatives, licensees, and assigns of the Massachusetts Art Education Association, as well as the person(s) for whom MAEA took the photographs.

Please sign one of the permissions below:

Adult Appearing in Photograph

I have read the foregoing and fully understand the contents thereof.

Signature _____ **Date:** _____

Name _____

If under age 18, adult signature required.

Child Appearing in Photograph

I represent that I am the (father, mother, guardian) of _____,

the above-named child. I hereby consent to the foregoing on his/her behalf.

Parent Name _____

Parent Signature _____ **Date:** _____