

## INSTRUCTIONAL RESOURCES GUIDELINES

### What are Instructional Resources?

Instructional Resources, published in each issue of *Art Education*, consist of full-color reproductions of museum art objects and artworks with appropriate information for classroom use.

### Who can submit Instructional Resources?

Anyone with access to museum objects and artworks, and curriculum-writing expertise is welcome to submit. In the past, instructional resources have come from individuals or teams of teachers and museum educators.

### How should I begin?

First, read the general author guidelines for *Art Education*. Next, you might study the format of recent Instructional Resources and see what topics have been covered. Contact a co-author, if desired, establish a topic or theme, and identify related art artworks.<sup>1</sup> Determine a grade range and begin drafting text (no longer than 2,750 words) in compliance with the guidelines.

### What else should I take into consideration?

- Instructional Resources should state an objective and have immediate and practical classroom applications for teachers.
- Content must be derived from the artworks and must relate the works to each other and to the objective.
- The material must include information about the artworks or artists or provide cultural or historical context.
- More than one approach to studying art should be used within the lesson plan.
- There must be an identified, specific grade range. (K-12 is too broad).
- There must be an evaluation component to determine achievement of the objectives.
- The writer(s) must have firsthand knowledge of the artworks used.
- Submissions should not be promotional in nature.
- Appropriate national or other standards may be listed briefly.
- The reference list must cite your sources of information about the artworks or artists, and these citations must appear within the text. Do not submit alternate listings, such as bibliographies or reference lists.

### The Instructional Resources coordinator and the editor of *Art Education* also attend to the following:

- How well a submission relates to any designated theme without replicating other Instructional Resources.
- The degree to which the submission complements the range and diversity of artworks presented in multiple issues of the journal.
- Whether the submission contributes to an annual balance of content areas (aesthetic, critical, historical, art production).

### How should I submit images and what format should I use?

Images may be prints, transparencies, negatives, or digital. Digital images should be the highest quality scan available, and sized to 8x10 inches at 300 dpi. When digital images, transparencies, or scans are sent, they should be accompanied by color proofs for the printer to reference. When necessary, color proofs will be sent to the author (or gallery, museum, etc.) for approval before printing. Please specify the person who will assume this responsibility.

### Where should I send my submission?

Send one copy only with reproductions (or photocopies) to the Instructional Resources coordinator at the address listed below. Retain a copy for your files.

### What if I have other questions?

Refer to the general author guidelines for *Art Education*, or contact the Instructional Resources coordinator:

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<sup>1</sup>Authors are responsible for securing permission to reproduce the artworks included in Instructional Resources. All permissions and fees are the responsibility of the author. Submit permission copies with final article.