

Charlotte Mason Educational Review

Writer's Guidelines

1. This is a **Charlotte Mason** educational journal; therefore, all authors must demonstrate clearly Charlotte Mason's principles.
2. Other theories may be put forth; however, only as a means of comparison to Charlotte Mason's practices.
3. Authors are expected to identify their audience.
4. Your manuscript needs to be typed in Microsoft Word, Appleworks or Rich Text Format using Font Times New Roman size 12.
5. The article should be sent to editorCMER@gardner-webb.edu as an email attachment.
6. While at this point there is not a restriction on the number of words, please exercise restraint by saying what needs to be said without rambling.
7. Authors are expected to cite all sources and to obtain any permission necessary for the publication of any other author's work whether the author is an individual, group or institution.
8. ChildLightUSA offers no remuneration for manuscripts published in the *Review*.
9. Manuscripts will be evaluated within five to six weeks. Authors will be sent a return email as to the status of their material. We are pleased to receive manuscripts and will give each one our attention.
10. The decision as to whether the manuscript will be published is based on whether or not the manuscript meets the **purposes of the nonprofit educational status of ChildLightUSA**. Mainly, does the manuscript give further understanding of the educational philosophy of Charlotte Mason? And, is the manuscript **readable**, have **excellent content**, **clear voice** with a **style suitable for the *Review's* audience**. **Readability** can be enhanced by subheadings throughout the manuscript.
11. Each manuscript's purpose should be apparent at the outset of the texts along with its relevance to the audience.
12. Authors may use any format style they choose, but they must be consistent. For example, an author using the American Psychology Association style should be consistent with that format. Do not forget to paginate.

13. If a manuscript meets one or two of these qualifiers, but not another, and the content is such that it is deemed important for the audience, an author may be asked to rewrite or make changes to the manuscript to clarify content.
14. Authors are required to include in their email with accompanying manuscript attachment, a short one or two sentence self-identification appropriate for a journal article. Further, authors are required to provide ChildLightUSA with contact information. Without contact information manuscripts will not be considered.
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16. Tables, charts and figures (TCFs) can be used. However, ChildLightUSA reserves the right to size them or not use them depending on the nature of any publication problem that may exist because of the TCFs. Further, authors are asked to send each TCF as a separate file with an explanation as to your intended use of the material in the body of your manuscript and to send an identifying label. Do not embed TCFs in the text of your manuscript. Make sure your TCFs are labeled clearly.
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18. Sometimes last minute decisions have to be made and manuscripts may have to be omitted from the *Review*. While we will work hard to prevent such an occurrence; however, ChildLightUSA cannot guarantee that an article will not be omitted at the last moment.
19. Authors will be asked to certify that the manuscript, in whole or in part, has not been previously published in any form, in print or in electronic form, including the Internet, or that the manuscript is not already copyrighted by another entity.
20. Authors are expected to follow all copyright laws and regulations.

21. All authors are asked to go to the ChildLightUSA website and review the educational, nonprofit purposes of the organization. All manuscripts must clearly meet these goals and purposes.

Disqualifying Factors

Promotion of commercial materials and/or programs

Failure to complete proposal according to guidelines

Not supporting the educational philosophy of Mason

Not meeting the purposes of ChildLightUSA

In a list format or other poorly written condition

Promotion of a personal nature

Point(s) not clearly stated at the outset.

(There may be manuscripts chosen for publication that do not expressly speak of Mason. These articles are chosen for their content and compatibility with Mason or to show the readers another view of education that the editors believe the reader needs to be aware of or to hear that meet the stated goals and purposes of ChildLightUSA.)