

Writing for the Geographical Association

Information on writing for *Primary Geography*

Primary Geographer is the Geographical Association's journal for the Early Years and Primary phases of education. Our main aim is to keep members informed of progress and developments in all aspects of teaching and learning Early Years and primary geography.

The journal is published three times per year and each issue has a central focus to which most, if not all, the articles in that issue pertain.

Planning your article

This is an excellent opportunity to share your ideas and experiences. The editorial team are looking for teachers to write up ideas about teaching and learning in primary geography. You would be able to write on a theme and to a varying number of words. You could also receive support from your local member of the team to help you draft your submission. You could include examples of planning, explanation of activities, photographs and copies of pupils' work. We are interested in what doesn't work sometimes, and how you dealt with that, as well as what you were really pleased with or the pupils got excited about! Articles will appear both in the journal and on the website. You may find the following list helpful to structure your piece:

1. A short bibliography of who you are, where you work and why you are interested in primary geography.
2. A teaching and learning idea. What is it? When did you teach it? How did you teach it? What went well? What would you change if you did it again? How do you now feel?
3. What do the pupils think/feel – any pupil evaluations, any pupil voices?
4. Any recommendations for other teachers/schools who might be thinking about doing similar work.
5. How does your idea illustrate the value of geography?
6. Feel free to provide illustrations – work that you and/or the pupils have created or photos (please make certain that you have permissions. We have permission letters if you need them. If you are sending us digital images, then jpeg files of at least 300dpi are required. As a rule of thumb, the file size will be greater than 800Kb to be useable. Please do not embed the images in your Word document or supply them as PowerPoint slides. If you are sending us pupils' work then we do need the originals, which we will of course return.
7. Finally, enjoy the opportunity to share your creativity! The article doesn't have to be earth shattering. Celebrating primary geography is important and significant in its own right, and simply sharing classroom ideas is hugely beneficial. Readers enjoy having a window into someone else's classroom, and this is what your article will provide. Learning from each other is what the GA is all about.

If you have any questions or would like to informally discuss an article or contribution, please contact Anna Grandfield, Senior Production Editor, via email (anna@geography.org.uk) or the Chair of the Editorial Board, Steve Rawlinson (geosteve7@live.co.uk).

Where a manuscript focuses on a commercial product/resource then it must have a clear purpose that would be of interest and relevance to the readers and one that does not merely publicise the product.

There is also a *Resources* section. For details on how to submit material for review, or to offer to review resources, please email Anna Grandfield (anna@geography.org.uk).

Articles submitted for *Primary Geography* should be relevant to the following readership:

*** Primary teachers * Early years practitioners * Teacher trainers * Novice teachers**

The Route to Publication diagram (page 3) sets out what you can expect at each stage.

Submitting your manuscript

Typescript

The text should not exceed 1500 words (double-page article) or 600 (single-page article) in length.

Title page

The title of the article, the authors' name(s), affiliation, address, telephone and fax numbers, email address, word count and three to five key words should accompany your article.

Layout

Use a maximum of three levels of heading and follow this convention: A. FIRST LEVEL HEADING, a. second level heading, and *i. third level heading*.

Units and measurements

For all measurement please use the SI metric system (imperial equivalents may be given in brackets). Use numerals in the text, except for full numbers between one and ten.

Figures and illustrations

Wherever possible, supply good quality colour photographs or original pupils' work with your article. Please ensure that you have written permission from the parent or carer of any school pupil shown in your photographs.

References

Use the Harvard system for references, i.e. cite authors' name(s) (no initials) and date in the main body of the text, e.g. (Healey and Ilbery, 1990). List full bibliographic details in alphabetical order at the end of the article. For example, list a book as follows:

Scoones, I. (1995) *Living with Uncertainty: New directions in pastoral development in Africa*. London: International Institute for Environment and Development. and a journal as:

Aweto, A.O. (1995) 'Organic carbon diminution and estimates of carbon dioxide release from plantation soil', *The Environmentalist*, 15, pp. 10-15.

Cite websites in the same way as above. In the reference list include the URL of the article or page and, where appropriate, include the date you accessed the material, for example:

BBC (2000) *Summit considers boosting Lake Chad levels*. Available at: http://news.bbc.co.uk/hi/english/world/africa/newsid_856000/856091.stm (last accessed 28/07/2007).

References should be restricted (a maximum of 12) to those which are necessary or particularly helpful and must be accessible.

Copyright

For all material (including figures) you use from other sources, which may infringe copyright laws, you *must* obtain copyright clearance from that source before including it in articles for *Primary Geography*. If in doubt, email Anna Grandfield (anna@geography.org.uk).

Complimentary copies

On publication, sole authors and first authors of co-authored articles will receive three print copies of the issue of *Primary Geography* that contains their article. Authors will also receive a pdf copy of their article. Please note that under no circumstances may this pdf be made available online or to a wider audience within one year of publication, and after only with permission of the Geographical Association.

Anna Grandfield, Senior Production Editor *Primary Geography*
The Geographical Association, 160 Solly Street, Sheffield S1 4BF
T: 0114 296 0088; F: 0114 296 7176 E: anna@geography.org.uk

The route to publication in *Primary Geography*

