

## **Guidelines for Submissions to Certified Family Life Educator (CFLE) Network**

### **The mission of CFLE Network**

*CFLE Network*, the quarterly newsletter for the Certified Family Life Educator (CFLE) credential, provides news, information, resources, and materials relevant to the practice of family life education. It also provides information regarding the status and ongoing development of the CFLE program.

Articles, largely written by CFLEs, are designed to encourage dialogue between CFLEs, to share research and practice expertise with colleagues and to disseminate news about the CFLE program and its membership. Each issue of *CFLE Network* has a theme which articles usually address. Previous themes have included *Families and Disability, Sexuality Education, Grief and Loss, Curriculum and Program Development, Relationships, and Spirituality*.

Articles accepted for publication will be edited using standard editorial practice, and given priority based on (1) relevance to the *Network* theme, or (2) brevity due to space limitations and (3) how articles form a complementary collection.

The contents of *Network* articles represent the views of their author(s), which may not represent the position of the entire organization. For all submissions please supply an email address to allow readers to contact you. Send submissions to the Editor, Dawn Cassidy at [dawncassidy@ncfr.org](mailto:dawncassidy@ncfr.org).

### **Writing Style for CFLE Network**

Unlike the content of NCFR's scholarly journals, the articles in *CFLE Network* are written in magazine-style, journalistic fashion (not APA). The purpose of this style is to complement our academic publications and to provide an "easy-reading" magazine that can be picked-up for convenient, informative and enjoyable content.

As such, the format for *CFLE Network* is less formal. For example, references are included with the text. Example: in lieu of APA style (Fishbein and Burgess, 1947), the style in *CFLE Network* would be "According to Morris Fishbein's and Ernest W. Burgess' 1947 book, *Successful Marriage*," etc.

It is acceptable to allude to other research, too, without specific attribution, when the findings are fairly well-known or have been replicated. In this case a statement such as "multiple researchers have found that..." is fine. The author's email address can be provided at the end of the article so that interested readers can contact them for details and references as needed. However, be sure to obtain written permission to use any quotations or excerpts from another work that is not in the public domain and that is of the length beyond the "fair use" provisions of the United States Copyright Law. In this case, proper acknowledgement should be given for these sources and copyright permission from the source to submit with the article should be obtained.

### **Formatting**

Articles are approximately 1000 to 1500 words. Rarely is there room for graphs or charts. If supporting data would be helpful an option may be to place the additional information on a website and direct readers to a linking URL.

The article should be submitted with no formatting, (i.e. no inserted page breaks, no “tracking changes,” columns, etc). Submit the articles in plain text in any popular font in 11-point type (preferably Times New Roman). Include one space after periods and one space between paragraphs. *Do not* indent the first line of each paragraph. Run the spellcheck.

**Photo** - Please send a high-resolution jpeg photo of yourself. Ideally, the photo should be 1). in a portrait/vertical position, 2). On a plain/muted background, 3). Shows a clear shot of the face, front-on, and not in shadow or covered by hair.

The file should be at least 300 Dots per Inch (DPI) in order to appear clearly in print. A standard ideal pixel dimension is 2400 x 3000. Please note that a photo may look fine on your computer screen but if it is less than 300 DPI, it may appear blurry in print. The fewer dots per inch the less crisp the photo. To determine if the photo is large enough for print right click on the photo and view **Properties/Details**. If the photo is less than 300 DPI please retake it with a higher resolution. Please send the photo as a separate attachment—not embedded in your text and be sure to label it with your name.

### **Submission Deadlines**

The deadlines for each quarterly issue are approximately 10 weeks before publication and are as follows:

**Spring issue— deadline February 15**

**Summer issue—deadline June 15**

**Fall issue—deadline September 15**

**Winter issue—December 15**

### **Copyright information**

If the piece is accepted, authors are asked to sign a copyright agreement that specifically transfers full and complete ownership of any copyright for the article to National Council on Family Relations (NCFR). Authors agree to refer to NCFR all requests to republish or reprint the whole or any part of the work. NCFR will respect the wishes of the author as to the use of his/her writings to every extent possible as consistent with NCFR’s purposes and goals. If any of the writings are republished or reprinted for the author’s use, no fee will be assessed. Authors may photocopy their own articles for use by audiences in classrooms and presentations.

The editor will do copy-editing and whatever is necessary to prepare the article for publication-including possible changes in the title, style, and format to conform to editorial usage and NCFR style. Changes may include last-minute deletions as necessary to meet the requirements of space and format. If there are large or substantive changes needed, the Editor will contact you.

Questions? Contact the CFLE *Network* Editor, Dawn Cassidy, at [dawncassidy@ncfr.org](mailto:dawncassidy@ncfr.org) or at 763-231-2882 for information.

### **Advertising in the CFLE Network**

The CFLE Network takes paid display advertising at very affordable rates—check the NCFR website for details at <https://www.ncfr.org/publications/advertise-our-publications/advertise-cfle-network> .