

Show Me Art

Submitting District and Division Reports:

- Each district and division representative should submit a report to the magazine by the deadline for each issue.
- Email your report to showmeart.newsletter@gmail.com
- The subject line should be your division or district, for example, District 10 Report.
- It is best to submit your report as a Word document attachment NOT embedded in the email.
- We encourage pictures. Pictures should be submitted as .jpeg's, also as separate attachments. Please do not embed them in the body of your report.
 - A resolution of at least 300 dpi is recommended. Also send the names of individuals in the pictures and details about the pictures to use in captions.
- There is no word limit, but be aware that your article may be edited to fit.
- If you are a new representative take a few lines to introduce yourself, but remember your address and other vital information is already attached to your column so it is not necessary to repeat that in your report.
- The report should contain information about what is happening in your district or division and what is coming up that members need to know about, however;
 - Be aware of dates in your article. Often the magazine doesn't come out for at least *two months* after deadline.
 - Please don't send the same thing for your column that you submitted for the minutes. Your report should expound on and add to what you submitted for the minutes otherwise it is just redundant.

Articles

We are always looking for articles for the content of the magazine. Please encourage your members to submit stories about what is happening in their school or district. Pictures are wonderful with stories. Keep in mind we have space for:

- *Center of Interest*, which focuses on special interest stories around the state.
- *In and Out of the Classroom*, which is about interesting or innovative things you as a teacher are doing in or out of the classroom.
- *The Lesson Plan* features a successful art project you might want to share.
- Feature articles about research or interesting topics you've run across in your teaching.
- *While We're on the Topic*, which are topics about which your fellow teachers might have questions or advice.
- *Teachers as Artist*, which features a teacher who is a practicing and exhibiting artist.

Cover Images

We look for images to use on the front and back cover from either our members or their students. Please encourage submission of successful images with information containing:

- Artist's name
- Title of the work
- School
- Grade
- Medium
- Teacher

A resolution of at least 300 dpi is recommended. The image is usually really large and if it is not clear at that size we cannot use it.

Tips for Writing Reports and Articles

- Instead of using b/c and w/o spell out words like because and without.
- Instead of using @ & \$ use “at”, “and”, “dollars” (unless it is an email address).
- Because they take up too much room and don’t really serve a purpose, don’t use excessive exclamation marks!!!!
- Remember we have your information already in your column in the magazine. It isn’t necessary to include that in the body of your report... unless you need to make a change and then please make that obvious to the editors that it is a new change.
- When typing your report please don’t intentionally double space (hit return twice)... we have to take that out.
- Speaking of returning twice, don’t use return in the middle of your report unless you are starting a new paragraph.
- Journalistically speaking, dates should look like this: October 9. Don’t use th, nd or st on dates like this: October 9th. First, because Word makes it small like that and second, it just isn’t necessary.
- Don’t abbreviate words such as Oct., HS, or Sat.
- Don’t use all CAPS (it takes up too much room and you are SHOUTING to people,) *italicize* if you *must* emphasize a word or phrase.

Advertising in Show Me Art

	Size	One Issue	Two Issues
Full page	7.5 x 10 inches	\$125	\$200
Half Page	7.5 x 4.75	\$70	\$112
Quarter Page	3.5 x 2.25	\$45	\$72

Ad can be sent to showmeart.newsletter@gmail.com Subject Line: *Vendor Name Ad*. Payment can be made to MAEA and sent to Show Me Art Advertising, 12105 Birch Road, Phillipsburg, MO 65722

Deadlines are Oct. 15 for the fall issue and March 15 for the spring issue (unless otherwise noted). Keep in mind however that often publication isn’t for two or three months after deadline.

A free vendor ad will be published for vendors participating in the spring conference. The size is 3.5 x 2.25. Send ad/copy to above email address.