



# Child Care Bridges

## Guidelines for Writers

We invite submissions from professionals in the field and to help you prepare your submission we have outlined some guidelines. We ask that you follow these as closely as possible to save time and ensure accuracy.

*Child Care Bridges* is the quarterly publication of the Manitoba Child Care Association. It serves as a regular update of our work towards quality care and of issues and developments affecting children, families, child care programs, and early childhood educators in centres and family child care homes.

Each issue of the journal focuses on a particular theme and of course we have sections that our found in every issue of *Bridges*.

### **Title/Bio**

- Please include a title for your article and a one line bio at the end of the article, for example; Karen Gander is MCCA's Professional Development Manager

### **Word count**

- We prefer to have article either be a one page or a two page article so if submitting a one page then the maximum amount of words is 750, two pages 1500.

### **Photos**

- If you have photos that go with your article then please send them as attachments with your article, do not embed the photos into the article. Please send them as a JPEG in the highest resolution possible. Once layout begins we will inform you if there is space for your photo.

### **Submitting your article**

- Please submit your article via the internet to [karengander@mccahouse.org](mailto:karengander@mccahouse.org) as MS Word attachment
- Please note that all articles are subject to copy editing and editorial revisions but authors remain responsible for the accuracy of statements and quotations in their work

### **Style**

- Spacing. Type only one space after a period
- Quotation marks. Use double quotation marks for “direct quotes” and single ones (‘like this’) for a quote within a quote
- Use bullets rather than dashes for lists
- Do not centre or align the text, left justification only
- Single space between paragraphs
- Do not use indents at the beginning of paragraphs
- Use Times New Roman, 12

We look forward to reading your submission and if you have further questions or can recommend potential writers please contact Karen Gander at [karengander@mccahouse.org](mailto:karengander@mccahouse.org) or 336-5062.

### ***Child Care Bridges***

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