



# 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 are found in every issue of *Bridges*.

### **Title/Bio**

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

### **Word count**

- Articles can either be a one page or a two page article. The maximum amount of words for one page is 750 - 800 and 1500 -1600 words for two pages
- If you are going to write one page or two pages, please submit the maximum word count as less than 750 or 1600 means that the page is not filled

### **Photos**

- If you have photos that go with your article then please send them with your article as attachments. 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. If you are including a picture please note that the word count must also decrease for your article.
- Please ensure that you have permission to use the photo

- We do not include names of individuals in the photo only the centre name or the name of the family child care provider

### **Submitting your article**

- Please submit your article via email to [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org) as an MS Word attachment and please put Bridges article in the subject line
- 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 center 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
- Please use Canadian spelling
- Please use the terminology early childhood educator or caregiver and not child care worker or day care worker

We look forward to reading your article and if you have further questions or can recommend potential writers please contact Karen Kowalski at [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org) or 204-336-5062.

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

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