Agora contributor guidelines

Writing for *Agora*

The Editor of *Agora* welcomes submissions that relate to History teaching in any way, whether it's a classroom-ready activity, a deep analysis of part of the curriculum or an aspect of History teaching as a discipline. Writing for *Agora* gives you a chance to share your expertise and ideas with History teachers and to participate in the intellectual life of the History teaching community. It also contributes to your professional development while raising your profile and strengthening your publishing credentials.

Each issue of *Agora* features a theme relating to History teaching. You might choose to write directly on the theme or to explore wider issues. While Thema articles should address an issue's specific theme, Praktikos and Sungrapho articles can address any part of the History curriculum.

Publication schedule

Agora is published three times per year: in March, July and November.

Themes are announced up to a year in advance on the Writing for *Agora* page on the HTAV website.

Prospective contributors can pitch articles to the Editor at any time, with final submissions due no later than eight weeks before the publication dates listed above.

Agora structure

Agora features four sections to accommodate different styles and interests.
Consider which section best suits your intended contribution.

Thema (1800–2500 words)

Perspectives on the theme
(e.g. curriculum-related content, educational discourse)

Praktikos (1200–1800 words)

Teaching ideas
(e.g. classroom activities, units of work, excursion ideas, assessment strategies)

Sungraphô (3000–3500 words)

Original research, literature reviews and extended analysis relating to History teaching and learning (e.g. pedagogy, historiography, current debates and developments)

Kritikos (500 words) (online only)

Reviews of books, websites, films, historical novels, software and other resources.

Contact the Editor first

Before you begin writing, pitch your idea for an article to the *Agora* editor (agora@htav.asn.au). Indicate which part of the History curriculum your article addresses, as well as which upcoming issue theme you are addressing. Praktikos and Sungrapho articles do not need to be on an issue's theme, but preference will be given totheme-based pitches.

Once your outline is accepted, read the following guidelines and the author agreement before submitting your article. The Editor's decision on whether HTAV will publish your submission is final.

Planning to write

You should contact the Editor at least 6 weeks before the closing date for submissions to pitch your ideas. Please note that the submission deadlines refer to the final handover of a completed article, not a draft.

Content and tone

Material needs to be broadly appropriate for practising History teachers and educators, and address the current Victorian Curriculum (not the Australian Curriculum).

Tone may vary from a formal, academic style to a more conversational style depending on the nature of your contribution. You are asked to adopt a fair-minded approach when discussing the work of others, and this should be evident in the tone of the writing. *Agora* submissions are expected to be courteous and academically rigorous. Include a teaser sentence that summarises the article beneath the headline, and cite sources as endnotes in Chicago style.

Editorial process

Your article will be edited to correct spelling or syntax errors, apply house style and, where necessary, enhance expression and clarify meaning. Prior to publication the Editor will provide proofs for you to check, and a timeline for returning corrections. If your article is published, you will receive a complimentary print copy of the issue in which it appears. Review authors can download a PDF of their review and are welcome to keep any materials sent to them for review.

Notes for reviewers

To reach a wide audience, reviews will be published online in the open access section of the website. Selected books are available for review – have a look at the list and contact the Editor to request your complimentary review copy. If you have found something else you'd like to review, please consider its suitability for History teachers – its relevance to the curriculum or for teacher professional development, and appropriate year levels for its use – as well as its merits as a whole.

Please avoid reviewing items if you have close links with the author or publisher.

Originality and copyright

Articles submitted must be the original work of the author(s). Note that third-party material used in *Agora* contributions is subject to the 'fair dealing' provisions of Australian copyright law, not the more generous '10% approach' often used in school.

If it is essential for you to use copyright material beyond the scope of fair dealing (e.g. long quotations, images), please contact the Editor as soon as possible to discuss obtaining appropriate permissions. Unless otherwise agreed, HTAV will seek permissions and pay related costs.

If your article is accepted, you assign copyright to HTAV but reserve your right to use your contribution in your teaching activities and other specified uses. Please see the author agreement for more information on copyright.

Formatting and style guide

Format

Please submit your item as a Word document with structural formatting (headings, bold, italics). Include a brief abstract (up to 30 words), descriptive article title, key words for indexing as well as which part(s) of the Victorian Curriculum the contents target.

Images

Images should be submitted as individual JPG files with minimum resolution of 300 dpi at the size they will be reproduced. **Do not provide images within Word or Powerpoint files.**

You're encouraged to supply or suggest suitable images to accompany your article, and HTAV will also carry out image research as required. For copyright reasons, it's essential that you provide the source of the image. If it is not your original work, please advise the Editor as early as possible to start the process of getting permission to reproduce the item.

If school students or their work feature in your photographs, please ensure that you have written permission from the parent or guardian specifically releasing the image for publication in *Agora.* (Standard school permissions are generally not adequate.) If you wish, you can use this form to get permission.

Spelling

Spelling follows the Macquarie Dictionary. Please use *–ise* (not *ize*) and *-our* (not *–or*) spellings.

Style guide and referencing

If you use the work of others directly or indirectly in your submission, it must be acknowledged. *Agora* follows the *Chicago Manual of Style* (17th edition). For referencing examples see the CMOS website. Please use MS Word's endnote feature. A bibliography is not required.