



Guidelines for Green Schools Catalyst Quarterly Authors

The Editors and Editorial Board invite anyone interested in Green Schools to write an article or column for the Green Schools Catalyst Quarterly. If you are considering this opportunity, please keep the following guidelines in mind.

Who We Are

The Green Schools National Network (GSNN) works with educators, government and non-governmental organizations and agencies, as well as private partners to create broad-based initiatives and successful strategies aimed at fostering healthy, sustainable K-12 schools across the United States. Founded by principals, superintendents, and teachers, GSNN is devoted to accelerating student achievement through the implementation of green, healthy, and sustainable practices as outlined in our GreenPrint™ for Green, Healthy, and Sustainable Schools.

GSNN provides K-12 teachers, administrators, leaders, and professionals with evidence-based resources, ideas and tools to maximize financial and natural resources; improve the health and well-being of staff and students; and prepare students with the knowledge and skills for a sustainable future.

Green Schools Catalyst Quarterly

The Green Schools Catalyst Quarterly (GSCQ) is the organization's on-line journal that dives deep into topics that cut across the three pillars of a green, healthy, and sustainable school (design, operations, and management of green buildings and grounds; health and well-being; and curriculum and instruction that advances environmental and sustainability literacy) and addresses the role of leadership in advancing the green schools movement.

Each issue of GSCQ features a combination of research articles, case studies, and practical application articles that:

- Highlight the latest qualitative/quantitative research and describe its implications for a green, healthy, sustainable school.
- Present an in-depth look at a school or district doing exemplary work in environmental and sustainability initiatives.
- Describe a practical application(s) or best practice(s) that is being implemented and scaled in schools and districts across the country.
- Profile people at the school and district levels who are exemplars of transformational/ regenerative/ change leadership and making an impact on practice and/or policy. Profile people, organizations, and/or agencies engaging in local, state, regional, or federal partnerships that are supporting change at scale.

Target Audience

GSCQ's audience consists of K-12 teachers, school administrators, facilities staff, green schools advocates, and partners in government, business, and the nonprofit sector who are invested in the green schools movement.

Tone

GSCQ's content is informative and grounded in quantitative and qualitative evidence. We prioritize case studies, stories that are embedded in best practices, and other articles that demonstrate impact on one specific pillar or multiple pillars of a green, healthy, sustainable school. Preference is given to content that has a professional, yet relaxed tone that addresses topics in a way that appeals to, and can be understood by, a wide range of audiences.

Do Not Submit

GSNN will not publish articles that:

- Have an overt political bias or are inflammatory opinion pieces;
- Are strictly opinions with a focus on personal rather than professional experience;
- Are term papers, dissertations, or other materials developed for university or classroom assignments; Contain material that is not original or has been previously published in either print or a digital format (e.g., websites, e-books, white papers);
- Do not contain proper citations to sources used in writing the article; or
- Endorse specific products and/or services.

GSNN has the authority to reject articles it deems inappropriate for publication.

Transparency

GSNN values honesty from its writers to produce credible content grounded in best practices. If you are in any way connected to a story you are writing, please disclose this information upfront for the reader. This includes revealing any material relationships (e.g., the subject is an employer or employee).

Exclusivity

GSNN prioritizes content that is written exclusively for GSCQ. You are more than welcome to promote the content on your website and on social media, just as long as you link back to GSNN.

Ethics

The publication of articles that tell the story and provide information about research and practice in the green schools movement is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of work of the author, the institutions that support him or her, and GSNN.

- **Authorship of the Paper:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study or topic.
- **Originality and Plagiarism:** The author should ensure that he or she has written entirely original works, and if the author has used the work and/or words of others, that this has been appropriately cited or quoted.
- **Multiple, Redundant, or Concurrent Publication:** An author should not publish an article in GSCQ that is an exact copy of one published in another medium. We will consider a modified version on the same research or topic if it is relevant to our audience.
- **Acknowledgement of Sources:** Proper acknowledgment of sources is required for publication. GSCQ uses the American Psychological Association (APA) style guide.
- **Disclosure and Conflicts of Interest:** All submissions must include disclosure of all relationships that

could be viewed as presenting a potential conflict of interest.

- **Fundamental Errors in Published Works:** When an author discovers a significant error or inaccuracy in his or her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.
- **Reporting Standards:** Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance.

Submission and Review Process

For Feature Articles

Each GSCQ feature article goes through three rounds of review. First round reviews are completed by GSNN's internal editorial team and encompass structural feedback regarding tone, presentation, coherency, and grammar. Editors will also determine whether the article meets GSCQ's content requirements (see Do Not Send above). Once returned, authors have one week to address first round review comments/suggestions and re-submit their article.

Second round reviews are blind reviews completed by members of the GSCQ Editorial Board or invited reviewers. These reviews focus on the article's content to ensure relevance, accuracy, and fit for publication. As such, assignments for second round reviews are made based on a reviewer's expertise. Second round reviews take place within one week of reviewers' receipt of the article. Editors compile reviewers' comments and return to the author for a final round of revisions. Authors must re-submit their final draft within one week for publication.

A final review of the submission addresses outstanding formatting issues.

For Columns/Book Reviews

Each GSCQ column/book review goes through one round of review by the Editor and Assistant Editor. This review encompasses structural feedback regarding tone, presentation, coherency, and grammar as well as feedback regarding relevance, accuracy, and fit for publication in GSCQ. Once returned, authors have one week to address comments/suggestions and re-submit their article.

GSNN reserves the right to return submissions to authors for all GSCQ content for additional edits at any point during or after the review process. A submission may be rejected after either the first or second rounds of review. GSNN will provide an explanation for each submission's rejection and recommendations for improving the submission for future consideration.

Remuneration

GSNN is a non-profit organization, and those who write for GSCQ do so on an unpaid, volunteer basis. GSNN is able to offer GSCQ authors a 10% discount on GSNN membership.

Authors will not be assessed page charges or other costs for publication in GSCQ.

Submission

When submitting, include your name, title, organization, and contact email and phone number. Email draft submissions for consideration to Cyndy Merse at cmerse@greenschoolsnationalnetwork.com.

Green Schools Catalyst Quarterly Writer's Checklist

Make sure you have fulfilled the following requirements prior to submitting your draft GSCQ feature article/column/book review. A sample template is included (see below).

Content

- ___ Article is between 1500 – 2500 words in length (800 words for Column or Book Review). References, captions, sidebars, figures, and other supplementary text are not included in the word count. Please do not use footnotes – see references below.
- ___ Article/Column includes a brief, descriptive title.
- ___ Submission is produced and submitted using MS Word, is single spaced, and has one-inch margins. Paragraphs are separated by a single line and have no indentation.
- ___ Submission uses Arial Narrow, 12-point font throughout and avoids extra formatting (this includes minimizing use of bold and italics).
- ___ Article is well organized with a logical flow and includes an introduction and conclusion.
- ___ Article uses third person voice and a formal, relaxed tone. All technical language, jargon, and acronyms are clearly defined.
- ___ All tables/charts/graphs are appropriately labeled and easy to read.
- ___ Submission may include live links to related/supporting material, resources, or tools of interest. Be sure the links are active before including.
- ___ Submission includes a head shot and 100-word bio for each contributing author.

Photos, Figures, and Illustrations

- ___ Article includes a minimum of one photo to accompany the story. Location within the story should be noted if there is a preference.
- ___ All images and head shots are high resolution, a minimum of 1200 pixels wide, and at least 1MB in file size.
- ___ All images and head shots are submitted as separate jpeg files and are not embedded in the submission.
- ___ All images include captions, as appropriate, and a source so credit can be properly assigned.

References/Works Cited

- ___ Do not use footnotes (i.e. example¹). Clarifying statements or other ancillary information may be included in an endnote – but this should be kept to a minimum. References to other work should not be included in endnotes, but should be in a Reference or Work Cited section.
- ___ All references and citations are complete, current, listed alphabetically by author, and formatted according to APA style.

- References within the text of submissions should cite in parenthesis author's name and year of publication, as per APA style.
- All quotes and paraphrased material are credited to the original author in the reference list and include author, title, place of publication, publisher, date, and page number. If citing a journal or periodical, provide the titles of both the journal and the article, as well as the date, volume, issue, and page numbers. If citing material found on a website, provide names of the sponsoring organization and author (if known), article title, complete website address, and date information was accessed.

Recommended Template for Green Schools Catalyst Quarterly Submissions

Download Here:

<http://greenschoolsnationalnetwork.org/downloads/gscqwriterstemplate.docx>