



A Quarterly Publication by the Early Learning Coalition of Pasco & Hernando Counties, Inc.

Four times a year, the Early Learning Coalition of Pasco & Hernando Counties, Inc. (PHELC) publishes a journal, *SPOTLIGHT on Providers*. PHELC publications support high-quality learning experiences for young children, their families, and educators by advancing the best practices in, and knowledge base of, early childhood education. Readers include teachers of young children, family and group child care providers, administrators, families, policy makers, and people concerned with the education of young children in our community.

Manuscript Guidelines

Topics

Manuscripts published by PHELC address both the continuing interests of early childhood professionals and emerging ideas and issues in the field. Among topics considered are emergent curriculum for children from birth through age 8, effective assessment strategies, effective classroom practices that reflect sound theory and research, program administration, relationships with families, and public policy effecting early care and education. Current resources, about research and theory, must be cited as a basis for making recommendations for practice.

Possible topics:

- Building Relationships: The Foundation of Working with Children and Families
- Inclusion: Working with All Children
- Play is a Best Practice
- Infants and Toddlers: Implementing Quality Group Care
- Authentic Assessment: Recording Learning in Meaningful Ways
- Challenging Behaviors: Supporting Children, Teachers, and Families
- Curriculum Topics: (Math, Science, STEM, Social Studies, Language & Literacy)
- Creative Arts: A Method of Teaching and a Vehicle for Learning
- After School Care: Opportunities for Enriched Learning
- Trends in Voluntary Pre-Kindergarten
- Business Practices that Pay Off in Early Care and Education

- Advocacy & Leadership: Bringing Change to the Early Care and Education Community in Pasco & Hernando Counties
- Director's Dish: Building a Quality Program

Occasional theme issues address timely, critical topics. Calls for article proposals for these issues are published in *SPOTLIGHT on Providers*, and on the PHELC website at www.PHELC.org. Inquiries are always welcome.

PHELC publications support constructivist approaches to child and adult learning, rather than offering prescriptive techniques. Collaborative efforts between early care and education practitioners are encouraged. PHELC suggests that authors review the coalition's journals to become familiar with member interests, current offerings, and publication style before submitting manuscripts.

Manuscript Preparation

Authors are encouraged to submit readable, practical manuscripts that reflect and advance the knowledge base of the profession. Manuscripts should be prepared in current APA style (2009, 6th Edition).

This style includes:

- Typed,
- Double-spaced,
- One-inch wide margins,
- Cover page with a working title, authors' full names, degrees, affiliations, and mailing address (including e-mail address) for the lead author
- The length of journal manuscripts ranges from 1 to 3 pages, including complete references.
- Sharp, high-resolution photographs and graphics (children's art work, charts) to support the text may be submitted for publication consideration as well.

Submission Process

Manuscripts are accepted year round for current or future issues. Please submit manuscripts as e-mail attachments to expedite the review process. Send to c.casler@phelc.org with the subject heading *SPOTLIGHT Manuscript*. Manuscripts are reviewed and processed electronically. Manuscripts that are submitted in hard copy will not be reviewed.

Review Process

Reviewers and the Editor read submitted journal manuscripts that appear to meet the PHELC's publication criteria to assure that the content is accurate and reflects PHELC positions. The review process is blind to assure fairness, and generally takes about 1 week to complete. Authors are notified of the status of their manuscript after a decision has been reached. Manuscripts may be rejected, revisions may be requested, or material may be accepted for editing and publication.

Acceptance and Follow-Up Processes

Once an article is accepted, authors are asked to produce these features upon acceptance of their manuscript for publication.

You will be asked to submit this information.

1. Synopsis of main points—List a few key bullet points that translate the concepts and principles covered in the article into daily classroom action. This component of the information should relate only the major points of the article and the page should provide a small amount of copy with graphics/photos.

2. Related enrichment experiences for children (as appropriate)—Suggest VERY practical, engaging, creative, unique, safe/healthy experiences that directly build on information in the article (such as snack ideas, art explorations, children’s books, science activities, parent involvement) for these age groups:

- Infants
- Toddlers
- Preschool
- Afterschoolers- Kindergarten through grade 3

Editing and Production

PHELC maintains the rights to edit, design, illustrate, publish, and market each accepted manuscript. Manuscripts are edited to assure accuracy, readability, clarity, completeness, and consistency of text and references. The Editor may communicate with the lead author during this process. Lead authors are asked to approve the edited manuscript for accuracy before production begins.

