



Writer guidelines

About Scan

Published by the NSW Department of Education, *Scan* is an open access online journal, delivered quarterly. *Scan* is a leading educational resource that brings innovative change to the lives and learning of 21st century educators and students. *Scan* informs teachers' practice by encouraging engagement with a wide range of articles, including peer reviewed research, to enhance school and student outcomes across NSW, Australia and beyond.

Our mission: Every teacher – inspired, equipped and empowered. Every student – prepared to maximise their individual talents and capabilities.

Article types

Scan publishes a combination of:

- standard articles
- peer reviewed research articles – please refer to the separate [Research guidelines](#))
- SPaRK articles (Shared Practice and Resource Kits) – please see page 2.

Criteria

Articles must:

- have a K-6, 7-12 or K-12 curriculum focus OR
- offer professional learning relevant to teacher needs OR
- cover topics appropriate to teacher librarians

AND

- include ideas or activities for implementation
- be referenced adequately (if appropriate).

Editorial process

Articles submitted to *Scan* are:

1. submitted to the *Scan* Editor
2. read to ensure their focus meets the journal's criteria
3. edited and formatted to suit the journal's environment.

Format

- Please provide your article in Word format.
- Images or graphics used within the article should also be provided as **separate files – JPG (photos) or PNG (infographics)**.
- For accessibility reasons, please do not use tables.
- *Scan* encourages use of embedded objects or video or other multimedia. (If creating your own videos, please include captions to aid accessibility.)
- Minimum of 500 words OR a video presentation.
- *Scan* uses [APA referencing](#). If possible, please use this format.
- Please provide **a portrait photo** of yourself (separate JPG file) and **a short bio (60-80 words)**.

Publication deadlines

New issues of the journal are published each term. Submissions are generally due about 8 weeks prior to publication (longer for research articles). Please contact the editorial team about specific deadlines: Editor.Scan@det.nsw.edu.au.

NSW Department of Education employees

Please share your article with your manager or principal prior to submission.

SPaRK articles

A Shared Practice and Resource Kit (SPaRK) is a practical article based on a resource (book, website, app or other learning resource). The resource is used as the catalyst to the learning activities.

The following headings are used in a SPaRK:

- Title and publication details or location of chosen resource
- Syllabus links – what syllabus(es) and Stages/years the resource could be used for
- Resource overview – a brief description or blurb of the resource
- Educational significance – why this resource should be used for the curriculum identified
- Suggestions for using this resource – how to introduce the resource to the students
- Teaching activities – specific activities with links to additional resources and/or outcomes
- Experimenting – any creative or innovative ways students can be extended or offered other learning as a result of the learning series.

View [past SPaRKs](#) on our website and access the [SPaRK template](#) for writing support.

Questions about SPaRKs? Please contact [Dr Cathy Sly](#).

Other questions?

Please contact the editorial team at Editor.Scan@det.nsw.edu.au.