



North American Colleges & Teachers of Agriculture

NACTA Journal Teaching Tips/Notes Guidelines

1. Teaching tips/notes for the *NACTA Journal* should be 500 to 1000 words long and the writing style must be very concise. Make every word count, focusing on one idea that works for you. Develop the teaching tip as a "how to" so someone could use the practice.
2. Teaching tips can include anything that you believe makes teaching more effective, such as object lessons, role playing, projects, case studies, the use of technology, and so on. If you are uncertain about your topic, contact the Editor.
3. A teaching tip/note for publication, can include the following headings: (a) Introduction (why this is important to teaching); (b) Procedure (the how to); and (c) Assessment (why do you believe that the tip works and improves teaching). References (Literature Cited) are not needed
4. Each tip/note should be given a title and the author contact information should be listed at the end of the tip/note.
5. Teaching tips are submitted electronically through the NACTA FastTrack submission website: <http://nacta.expressacademic.org/>. When submitting indicate that the topic is a "Teaching Tip/Note."
6. Teaching tips are not reviewed. The author and the editor work together before publication. Depending on the number of tips/notes received between issues, tips/notes will be published in the next issue of the Journal, if they are received at least one month prior to the publication date.

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