



Guidelines for Contributors - LabTalk and Let's Find Out

LabTalk and Let's Find Out are the publications of the Science Teachers Association of Victoria Inc. (STAV). LabTalk is produced for secondary school science teachers, and Let's Find Out is produced for teachers in primary schools. Publications are sent to members and to subscribing institutions, including secondary and primary schools, tertiary education faculties and university and public libraries.

What topics do the Journals contain?

Articles published in Let's Find Out (LFO) and LabTalk can include anything which might be of interest to early childhood, primary, secondary science educators. Within that general principle, articles should not conflict with the goals of the Association and the editors have discretion as to what is published.

What type of articles are published in LabTalk and Let's Find Out?

Typical examples of articles published:

- Material directly applicable to classroom teaching eg. worksheets, classroom management strategies, information on how to use software
- Material useful in preparing school curriculum eg. discussion of curriculum frameworks such as Australian Curriculum, or ideas for excursion sites
- Material relevant to running a science department eg. managing safety issues or laboratory design
- Material relevant to broad understanding of science education eg. summaries of research in learning in science or recent significant science education research
- Material developing knowledge of science & technology eg. new scientific findings, innovative technology or the history of a scientific discovery
- Material reflecting on the interaction of science, society and education eg. the political use and abuse of science, science in different social settings and the place of science in our culture

This list is not intended to be exhaustive. Keep in mind the basic principle: anything which might be of interest to our readers. Articles with an obvious commercial slant will not be considered for publication.

How long can an article be?

From Edition 4 2021 two types of articles will be published in the journals. General articles and Peer reviewed articles. STAV aims to have at least one peer reviewed article in each edition of each journal. The author of the article can nominate which article type they are submitting.

Articles vary in length. Ideally, STAV publishes pieces ranging from 1 to 4 pages (ie 600-2400 words). Shorter articles may also be considered (100 - 500 words).

Peer reviewed articles can be longer, up to 4,000 words. Your article will be reviewed by at least two members of our editorial committee, with any necessary changes communicated back to you.

What information is included with published articles?

We include with each article:

- Author's name
- Workplace affiliation
- Brief biographical note (100 words or less)
- Thumbnail photo (preferred but optional)

How are articles for STAV Journals submitted?

Email your completed article(s) to:

LabTalk (secondary)

LabTalk Managing Editor
Email: admin@stav.vic.edu.au

Your article will be reviewed by the managing editor and you will receive written notification if STAV wishes to publish your article. If the article is not suitable, we will endeavour to assist you in making the appropriate changes for

publication.

Let's Find Out (primary)

Let's Find Out Managing Editor
Email: admin@stav.vic.edu.au

Email articles for either Journal to:

Managing Editor
Email: admin@stav.vic.edu.au
Ph: (03) 9385 3999

Once your article is published, you will receive a printed copy of LabTalk or Let's Find Out.

Copy and Artwork Specifications

Text

- Microsoft Word for text documents.
- Position images in files.

Graphics/Photos

- Also supply images as separate files.
- Standard graphics formats are preferred. (ie. tiff/eps/jpeg)
- High resolution (300dpi) at actual size (100%) or larger

STAV is not responsible for the quality of reproduction if these specifications are not followed.

If you have any enquiries regarding these specifications please contact the Publications Officer on (03) 9385 3903.

Copyright

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Permission to Reprint

It is STAV policy to facilitate the distribution of material which assists the development of science education. Requests for non-commercial reproduction of articles will be considered favourably. Please contact the Publications Officer to arrange permission.

Please see details on next page.

Contributor Guidelines



Article Submission - LabTalk and Let's Find Out

Please complete this form and return with your submission for LabTalk and/or Let's Find Out.

Contact Details - Main Author

First Name	Surname	
School/Workplace		
Address for correspondence:		
Suburb	State	Postcode
Telephone (work)	Mobile	
Email		

Contact Details - Co-Author

First Name	Surname	
School/Workplace		
Address for correspondence:		
Suburb	State	Postcode
Telephone (work)	Mobile	
Email		

Article Details

Name of article

Which journal is the article suitable for? Let's Find Out (Primary) LabTalk (Secondary)

Are you submitting this article as a General Article or Peer Review?

General Article (Teacher reflection, Teacher narrative, event reporting, advertorial)

Peer Review Article (Teacher reflection, Teacher narrative, Exemplar practitioner, event reporting, advertorial)

Further information about the article

If the article is a worksheet or other curriculum material, what year level and subject is it suitable for?

Teacher? Yes No Extension Education Provider? Yes No

Commercial? Yes No

Brief Biography: (less than 100 words) Can be emailed to: admin@stav.vic.edu.au

Have you included a thumbnail photo to be included with your biography? Yes No

Copyright clearance

If your article has been published elsewhere, is it cleared to be reproduced? Yes No Not Applicable

If you have borrowed text or images, have you obtained permission to use it? Yes No Not Applicable

Signature _____ Date / /

Thank you for taking the time to complete these details - You will be notified as soon as possible about publication of your article.

Please return this form to:

Publications Officer

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