**Guidelines for Writing for ChorTeach—ACDA**

* Use Standard English.
* Try to avoid colloquialisms.
* Write with clarity using good English.
* New ideas usually suggest a new paragraph.
* Footnote properly when books, articles, or another person is quoted.
* Use superscripts for your sources (1, 2, 3, or a, b, c).
* Include complete information about each book or article in the footnotes at the end of your article.
* One of the standard writing styles is preferred.
* Check spelling and grammar before submitting your document.
* All submissions must be in word.doc format. Examples or photos must be JPEG’s.
* You do not need to submit a written summary of the ideas in your article.
* Instead of using numbers when presenting a list in your article, use bullets to mark each item in your list.
* Include where you teach (usually a school or a church) and the city in which you reside. Readers of ChorTeach like to know.
* You do not need to submit a photo of yourself or where you received your degree(s).
* Send your article to Terry Barham at barhamte@gmail.com. Email him if you have questions.