



# Guidelines for Contributors - LabTalk and Let's Find Out

LabTalk and Lets Find Out are the publications of the Science Teachers' Association of Victoria Inc. (STAV). LabTalk is produced for secondary school science teachers, and Lets 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 LabTalk and Let's Find Out (LFO) can include anything which might be of interest to secondary school science teachers or primary school teachers, respectively. 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 VELS or 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?

Articles vary in length. Ideally, STAV publishes pieces ranging from 1 to 4 pages (ie 600-2400 words). Longer pieces may be considered and may possibly be printed in sections over successive issues.

## 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?

Submit your completed article(s) to:

### LabTalk (secondary)

LabTalk Editor

Email: [projects@stav.vic.edu.au](mailto:projects@stav.vic.edu.au)

Ph: (03) 9385 3901

Your article will be reviewed 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)

Barb Brook, Let's Find Out Editor

You can email or send articles for either Journal to:

Publications Officer

Email: [publications@stav.vic.edu.au](mailto:publications@stav.vic.edu.au)

or Mail to: STAV

PO Box 109

COBURG VIC 3058

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. Please **do not embed graphics or photos** in Microsoft Word documents, please supply images as separate files.

### Graphics/Photos

- Standard graphics formats are preferred.  
(ie. tif/eps/jpeg) in PC Format
- 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

Articles submitted for publication in LabTalk or Let's Find Out become the copyright of the Science Teachers' Association of Victoria Inc.

Articles that have been published or submitted for publication elsewhere will not be accepted unless a signed clearance for reprinting is supplied.

### 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.

## Science Teachers' Association of Victoria Inc.

5 Munro Street, Coburg Victoria 3058

Postal address:

PO Box 109 COBURG VIC 3058

Phone: (03) 9385 3999

Fax: (03) 9386 6722

Email: [stav@stav.vic.edu.au](mailto:stav@stav.vic.edu.au)

Website: [www.stav.org.au](http://www.stav.org.au)

*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	Fax	
Email			

## Contact Details - Co-Author

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

## Article Details

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

Name of article

Type of 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](mailto: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:**

### Managing Editor

Science Teachers' Association of Victoria Inc.  
PO Box 109  
COBURG VIC 3058  
Phone: (03) 9385 3999  
Fax: (03) 9386 6722  
Email: [publications@stav.vic.edu.au](mailto:publications@stav.vic.edu.au)

*Article Submission*