

Nanny Magazine Author Guidelines

How to Submit

Submit all photographs to *Nanny Magazine's* Submittable site:
<https://nannymagazine.submittable.com/submit>

format

Send all manuscripts as a **Word (.doc or .docx)** format attachment using Arial size 12 font. Be sure to include the full author name (**no pen names allowed except with prior approval**) after the title at the top of the manuscript.

Author Bio and Photo

All authors whose work has been accepted for publication must send a brief author bio (there will be space to do so in Submittable) and photo (as a .jpeg file) to be used on the website bio page.

Pen Names

Use of pen names will **not** be allowed, except for certain pre-approved articles dealing with highly sensitive content. Authors wishing to publish in *Nanny Magazine* should use their real name. If professionalism or reputation is a concern, please reconsider your submission.

Title

All articles should have a title that is brief, catchy, and informative.

Sources

If you use any source material, including polls or interviews, submit all contact information or links for verifying facts. All articles will be fact checked.

Copyright and Permissions

If you have used any material for which copyright is owned by another person or entity, including substantial portions of text, photos, charts, etc., it is your responsibility to obtain the proper permission grants. Please submit proof of permission along with your manuscript.

Headers

Please include section header titles for all sections. **Most articles will not lend themselves very well to essay form, especially in our print issues.** Please section off related portions of the article and place a relevant, catchy header above each distinct section. Here is an example of good use of headers: [Summer in the City: Big Apple Style!](#)

Copy Editing

Your manuscript will be copy edited by *Nanny Magazine's* editors. Generally, authors will be given the opportunity to review all copy edits made to the manuscript, but final editorial decisions will be made by *Nanny Magazine*.

Revisions

If your manuscript is returned to you for revisions, please do your best to adhere to the deadline suggested by your editor. Please make all changes using the "Track Changes" feature in Word (or "Pages" if you are using a Mac).

Audience

Nanny Magazine welcomes submissions from authors in other countries. Our primary and intended readership is in-home childcare providers caring for children aged newborn to 18 years of age.

Length

For articles being published Online, length may vary as the editor sees fit. For articles intended for digital publication, length requirements must be adhered to. Word counts are included under each section on *Nanny Magazine's* Submittable site.

Author Contract

No submission will be accepted unless an author contract has been signed. During the submission process, the agreement will be provided. Simply choose "I understand and agree" from the drop-down menu.

Art Work

You may be asked to submit photographs to accompany your article. Please be prepared to provide assistance in this capacity if your work is accepted. We can accept free stock photography from sites like Pexels and Flickr Creative Commons, etc, as well as original photography. If original photos contain any faces of adults or children, a model release will need to be filled out and sent to us or uploaded along with your manuscript in Submittable.

Interviews and Fact Checking

Any authors who have interviewed sources for an article should submit the name and contact information for those sources. All quotations must be verified. For assistance finding experts to interview, try [HARO](#) (free for reporters).

All facts and data used in your article will be verified. Please provide links to any sources used.

Please include your list of sources, links, contact information, and interview transcripts at the end of your manuscript or in an additional word document.

Compensation

At this time, *Nanny Magazine* is not able to provide compensation for authors. In the future, we hope that this will change. *Nanny Magazine* does promise to post a link to the author's website, following their article (for web), as well as publish the name of their blog or website following their article.

Resources

HARO.com: (Help a Reporter Out). Find experts to interview. Free for writers.

M-W.com: Merriam Webster dictionary.

Merriam Webster Collegiate Dictionary, 11th Edition: Nanny Mag's final authority on spelling and usage.

Chicago Style Manual (15th edition): Nanny Mag's style guide.