



## **TYA Today Online Publishing Guidelines**

Hello and Welcome to *TYA Today*!

We are delighted to have your interest in writing for *TYA Today*. As the major publication for TYA/USA, *TYA Today* and *TYA Today Online* serve as the national and international voice for TYA in the United States, and we strive to be the first place people go to find current news and information of our field. Our success depends on you!

*TYA Today* refers to our magazine published twice a year – there is a fall edition and a spring edition. *TYA Today Online* refers to our online platform that allows us to share and highlight further content beyond the *TYA Today* publication and continually add and update information, making it the most up to date resource in what is happening in TYA on a national and international level.

To clarify the editorial process, we've compiled a list of tips and helpful hints for writers. Please read these guidelines in detail before you begin working on your article, interview, or book review. If you have any questions, please feel free to contact us throughout your writing and publishing process.

The *TYA Today* team includes Meredyth Pederson (Managing Editor), Courtney Blackwell (Copy Editor), Meghann Henry (Associate Editor) and Talleri McRae (Book Review Editor) and Larry Kozial (Designer). These individuals collaborate with the editors of *TYA Today Online* and TYA/USA's dynamic Publications Committee to publish the magazine twice a year. Meredyth Pederson will be your main point of contact throughout the writing process. Please keep in touch as you write – if you encounter problems or have questions, let's address them early. The more information we have about the article as you're writing it, the better we can assist you.

The *TYA Today Online* team includes Michael Van Kerckhove (TYA/USA Executive Director and website manager), Riley Braem (TYA Topics & Interviews Editor), Talleri McRae (Book Review Editor), Jennifer Adams and Julia Magnasco (Education Co-Editors), Elizabeth Horn (Academic and Peer Review Editor), , and Ernie Nolan (International Editor). These individuals collaborate with *TYA Today's* editors and TYA/USA's Publication Committee on an ongoing basis. The editor of the category your article, interview, or book review falls under will be your main point of contact throughout the writing process.

### **SUBMITTING PITCHES FOR *TYA TODAY* AND *TYA TODAY ONLINE***

If you have an idea for an article, interview, book review, podcast, or video stream, please submit your pitch using our online form found [HERE](#). The submission form is for articles for both *TYA Today* and *TYA Today Online*. Pitches for series, audio podcasts, or video streams are also encouraged. It may take up to two weeks for an editor to respond to a pitch submission. *TYA Today* is published twice a year, and

articles are confirmed up to five months prior to the publication date. *TYA Today Online* posts are published on an ongoing basis with a standard two month timeline for new articles to be posted. At least one landscape oriented photograph with credits is required for all *TYA Today Online* posts.

## **PUBLICATION**

Publication in *TYA Today* is not guaranteed, even if you have been assigned an article. Many factors play a part in determining our content, and sometimes we find that for a variety of reasons, an article must be held for another issue, edited further before it is published, or possibly returned to a writer without moving to publication. To ensure an issue of the magazine comes together appropriately, sometimes we must realign the table of contents, and this process does not always allow us to publish every article. Please understand that every effort will be made to work with you to publish your article, however publication cannot be guaranteed.

## **THE PROCESS**

Articles in *TYA Today* go through several rounds of editing. Once you submit your article, your managing editor will edit your piece, ask a few questions, and send it back to you for revisions. You can expect to go through this process two or three times, and therefore we encourage you to factor these rewrites into your timeline when determining your availability to write for *TYA Today*. Once the body of the article is ready for more fine-tune editing, we will forward your article to our copy editor who will make further edits and then send it back to you for approval or changes. Please know that all articles in the magazine have been through at least three rounds of rewrites or edits.

The *TYA Today Online* editing process differs slightly from the *TYA Today* process. Your editor will edit your piece, ask a few questions, and send it back to you for revisions. Any further editing will be focused less on content and more on style.

## **WRITING FOR A NON-ACADEMIC MAGAZINE AND ONLINE “MAGAZINE”**

*TYA Today* is considered a “popular publication” (rather than an academic journal) and as such, we strive to adhere to a set of guidelines specific to this type of publication. Therefore, *TYA Today* does not publish citations, works cited, bibliographies, or many other features included in academic articles. Your information should mainly come from interviews. Should you need to cite a publication (and we encourage you to do so sparingly) you should include the reference within the body of your writing. For example: “According to a recent Newsweek article...” Or “As Dr. Seuss writes in his classic Green Eggs and Ham...” Please avoid writing in the first person unless you have discussed the use of this voice ahead of time with your editor. To get a sense of our style, take a look at back issues of *TYA Today* or other popular style publications, such as *American Theatre Magazine*.

*TYA Today Online* follows a majority of the style guidelines *TYA Today* adheres to. However, because of the more relaxed format of the online magazine, posts written in the first person are accepted, but must first be discussed with your editor. Features traditionally included in academic articles may be permitted for academic articles and peer reviews, but must first be discussed with the Academic and Peer Review Editor.

## **AUDIO AND VIDEO SUBMISSIONS**

We encourage audio and video stream submissions for *TYA Today Online*. Audio submissions should be no longer than ten minutes, and video submissions no longer than five minutes. Please be mindful to employ the same ethics standards to the audio and video posts as you would a written article. Be aware of recording rules put into place by performing houses, Actors’ Equity, and school systems. Releases

may need to be obtained for all subjects featured in an audio or video submission, similar to those for photographs. To submit, provide your editor with a Dropbox or similar link. We will house the content on the TYA/USA Sound Cloud or Vimeo account.

### **CHOOSING SOURCES FOR YOUR ARTICLE**

Writers are asked to do sufficient research for their assigned article, which normally includes several interviews with representatives from a variety of theatres and organizations. We strive to represent all types of diversity in our magazine – regional, economic, gender, race, etc. Before contacting any people and/or theatres to cover in your article, please get approval from your managing editor to include your desired sources/contacts in your article. This helps us avoid source crossover within the magazine, and will help you generate additional ideas.

### **INTERVIEWS**

We believe interviews yield the richest material, when done in person OR by phone. Email should be used sparingly, for example, as a way of negotiating an appropriate interview time, or for follow-up questions. Please do not rely on email alone for your interview subjects. While speaking with your sources, please make sure you confirm their exact title and spelling of their name. Also, please help interviewees understand that your conversation is “on the record” and that they may be quoted. If your source does not want to be quoted, discuss this situation with your managing editor. You also may find it useful to clarify facts and quotes after your interview with an email to your source.

### **FACT CHECKING**

Writers are fully responsible for the content of their articles, including facts, spelling, names/titles, etc. Please cross-check your facts – you can always email your source following your discussion to confirm you have the correct information.

### **PHOTOGRAPHS and CAPTIONS**

While on the phone with your sources, please inquire about photography and other images that could accompany your article. You can then send the photos and caption information to the managing editor. We can only print high-quality, large size pictures; the images must be at least 300 dpi, and at least 8”x10.” Please remember to collect necessary information to caption each image. Here is the general photo caption template that we use: (L-R) “Names of people” in “Name of production” by “playwright/author”. “Theatre Name,” “City,” “State.” Photo by “Name.” If a source does email you a photograph, please send it to Meredyth Pederson at [meredythpederson@gmail.com](mailto:meredythpederson@gmail.com). Photographs for *TYA Today Online* posts can be emailed directly to your editor. While file size is more flexible for *TYA Today Online*, please submit the largest size available.

### **SPELLING, CAPITALIZATION, and OTHER COMMON GRAMMAR ISSUES**

#### ***Theatre or Theater?***

*TYA Today* and *TYA Today Online* use the ending re for the spelling of “theatre” throughout the magazine and online magazine. However, when referring to the name of a specific theatre/company, please determine whether the organizations you cite use the spelling “Theatre” or “Theater” in their official names, and use it consistently as you reference specific theatres. This is one of the most common errors we find in articles.

#### ***Job Titles***

Capitalization of job titles often causes confusion. When someone's title is used before the name, the title is capitalized (Artistic Director Jane Doe). When the title is used after the name, it is not capitalized (Jane Doe, artistic director of Fun Theater Company.) On your first reference of a source, make sure you include their full name and title. Second references need only refer to the source's last name.

### ***Titles***

Titles of plays and books are italicized. Song titles should be in quotations.

### **BIOS and CONTACT INFO**

*TYA Today* writers: Include your name, title, and affiliated organization in a one-sentence bio to be printed at the end of your article. Please also send us your snail mail address so that we may send you extra copies of your article. *TYA Today Online* writers: you may submit a bio up to 200 words, plus any website or social media links you wish to share with our readers. Please also include a photo/head shot.

### **ARTICLE LENGTH**

Below are some of the word count guidelines for articles. Please bear in mind that your piece may not necessarily conform to these guidelines for a variety of reasons. As our favorite teachers used to say, "Make it as long as sufficiently needed to cover the topic!"

Editorials 700-1000 words

Features: 2000-4000 words

Education: 1500-3000 words

Book Reviews: 800-1000 words

International: 1500-4000 words

Investigations: 1500-3000 words

Two in the Aisle 1500-3000 words

Coda: 800-1000 words

Online Posts: 700-1000 words/post, unless a different length is agreed upon by the writer and the editor.