

## Author Guidelines: Tips & How To's (Parent & Afterschool Resources)

The [Tips & How-To's](#) content is designed for use in out-of-school settings, either by family members or caregivers working with children/teens. These Tips define and provide examples of effective literacy learning strategies in language that is appropriate for family members and tutors who are not literacy education professionals. All Tips should ideally be written at an 8<sup>th</sup> grade level. The Tips & How-To's talk more generally about some of the strategies that are covered in a very specific context in the out-of-school activities currently included in the ReadWriteThink.org [Parent & Afterschool Resources](#) section of the site.

Each [Tip](#) will contain the following sections:

<b>Audience Grade Band</b>	This will range from small (K-2) to large (K-12) and will be verified by the ReadWriteThink (RWT) staff.
<b>Series</b>	Each Tip will be part of a series; the name of the series will be provided by the RWT staff.
<b>Title of Tip</b>	Should be short, descriptive, and catchy (5-8 words).
<b>Why Use This Tip?</b>	A short (maximum 150-word) description of why the Tip is valuable/what it teaches. The idea here will be to provide some context and to give the reader a few compelling reasons to use the Tip.
<b>What To Do</b>	A 250- to 300-word explanation of how to use the strategy, including explicit instruction. The tone should be friendly; refer to the user in the second person. Avoid jargon or technical terms. Bulleted lists work well here as do specific examples. If possible, indicate how much time strategy should take and how to integrate it easily into other daily activities. If the grade band is large, indicate what the age-appropriate ways to use the strategy are for children in various grades.
<b>Related Resources</b>	Included here are related activities to try (from <a href="#">Parent &amp; Afterschool Resources</a> ) and related Games and Tools (ReadWriteThink Student Interactives chosen from <a href="#">this list</a> ).  Also included here might be any relevant IRA or NCTE resources and the other <a href="#">Tips &amp; How-To's</a> included in the series.

\*If you have audio, video, photos, and/or student work to consider for publication, please contact [Lisa Fink](#) for more details.