



**Guidelines for
Preparation of Student Articles and Submission of Student Articles
Using the Celebrate NJ! Website (www.CelebrateNJ.org)**

Using the Celebrate NJ! WebQuest in the Classroom

Celebrate NJ! created the webquest program as a tool for teaching New Jersey studies. Our intention was to make the program as fun and flexible as possible, while providing a resource to teachers and students. We recommend that teachers review the webquest fully in advance to determine the best use of the materials for their students. Teachers may opt not to submit student articles and use the program in other ways suited to their classroom. Participation at awards events and Celebrate NJ! baseball game nights however, are based on the students' participation in the program including preparation of articles and/or participation in a class project as detailed below.

For enthusiastic participation from your students, we highly recommend that you allow students to determine which "Jr. Editor" they would like to become. Often a child who loves sports or the arts will gain so much more from the program if given a chance to learn about NJ in an area that already interests them. We've created the program with this in mind. You may notice that there are topics that overlap two or more categories (i.e. Thomas Edison could fit into People in the News, Business and Science). Teachers have the flexibility to determine where an article best fits when preparing for submitting the article to Celebrate NJ!

Important Dates to Remember

January 31, 2008	All articles must be submitted in order to be eligible for publication.
February 15, 2008	Submission of class projects.
March 1, 2008	Completion of Judging
April 1, 2007	Announcement of Selected articles

Preparation of Student Articles

1. Font size and type: All articles should be prepared for submission in any of the following font types with size 12 font: Arial, Times New Roman, Garamond, Tahoma, or Courier New.
2. Article length: All articles should be between 150 and 200 words.
3. Spelling and grammar: Articles should be reviewed by the teacher and revised by the student for correct spelling and grammar.
4. Historical accuracy: Students should be able to provide teachers will resources for their research. Teachers are asked to double-check historical facts listed in student articles prior to submission to Celebrate NJ!

Number and Type of Articles Accepted per Class

1. Teachers are permitted to submit a total of six articles per class in accordance with the class list they have created on the registration page of the website. This may be edited if the initial registration needs to be revised (see below).
2. The six articles selected should ideally represent each editorial section of the newspaper (sports, arts, travel, science and technology, etc.), however this is not required.
3. Submission of Class Projects is in addition to the six articles, not included in the six.

Judging Criteria and the Selection Process

Beyond being well written (spelling and grammar), judges will be looking for articles that are interesting and go beyond the usual or popular topics. Encourage your students to dig deeper than writing about Derek Jeter or Queen Latifah (both born in NJ and VERY popular with students). Or if they want to do a story about a more popular figure, ask them to tell us something we didn't know, or encourage them to write two articles—one popular, one less known.

Encourage students to go beyond the resources provided online and to resist copying and pasting information from the web into their articles. Have them use their own words and tell us why this person, place or event was important enough for them to write a story about. Also, have them tell us how a historical event or personality may have relevance today.

As a reminder: cutting and pasting from internet sources qualifies as plagiarism and will disqualify them from the contest.

Submitting Articles through www.CelebrateNJ.org

We hope that the following information makes submitting articles to us an easy, enjoyable process for teachers.

Accessing your registration information

When you go to the Teacher's page on www.CelebrateNJ.org, you will see an option at the top of the page that says "**Already Registered**". If you choose this option, the following screen opens up:

Enter your User Name and Password below to:

- * Update your Profile Information
- * Update your Class Information
- * Submit your Student Articles
- * View Your Article List for Editing and Submission

Login Information

User Name:

Password:

[Forgot password?](#)

If you need assistance, please contact us at info@celebrateNJ.org

Enter your User Name and Password and you're in. If you've forgotten your password, click on "Forgot password?" and the system will provide it to you right on the screen.

Successfully logging in will bring you to the **Manage my Registration** screen. You have the ability now to do any of the following:

1. Update your Profile Information—you will want to double check to make sure your profile information is accurate. If not, please make corrections on this screen and when complete, hit submit. This will update the information in our database.
2. Update your Class Information— **Note: This step must be completed before you begin to submit articles.** You can make changes here in the number of students you registered or in the way you labeled your classes. Even if you are only teaching one class, the system will require that you give the class a name for reference. Use your last name or something simple to recognize. If you teach multiple classes, but registered all the students as one group, you will want to use the "Add Class" button to update this information now to reflect each class grouping. Doing this will allow you to submit the maximum number of entries. You will also be able to "Edit" class information already provided should you need to by choosing the "edit" icon at the right of the class listing.

If you are planning to Submit a Class Project: Since the deadline for Class Projects is different than the deadline for Student Articles, we recommend that you create a unique Class Listing for the purpose of submitting only your Class Project to us. You may want to label it "LastName Class Project". You may also add this later should you decide to do a class project later in the process.

3. Submit your Student Articles—The system is set up to allow you to download articles from files on your computer to our database. If student privacy is an issue, you may use pseudonyms or initials instead of the student's name. (Once selections have been made by the judges, however we will ask for permission to use the student's full name.).

To submit articles, choose the Class Name from the drop down menu, type the name of the article, choose the article category, and type in the name of the author. Then click on the "Browse" button to find and select the file from your computer, choose open and enter. Click "Submit" and the file will then be downloaded in our database and accessible to you each time your log on with your user name and password.

Size of file uploaded cannot exceed 2 MB

Submit Article Information

* Class Name:

* Article Title:

* Article category:

* Article author:

* Article File:

4. View your Article List for Editing and Submission to Celebrate NJ!

View Article

Choose Class Name:

(Once "final submission" is clicked article cannot be added/removed.)

[view Articles](#) [Delete Articles](#)

Once you have submitted articles in Step 3, you will be able to view and manage them by first Choosing Class name. This will show you all the articles you've already submitted.

Please Note: You have the ability to make changes and delete articles up until you have determined that you are ready to make your final submission and send them to Celebrate NJ! for judging. Once you are ready, Choose "Final Submission". This will send the files to us and will prevent you from making any further changes.

Submitting Class Projects

The system will allow you to download JPEG and PDF files no larger than 2MB. (This allows for a pretty large file.) We ask that you take pictures of your project and submit them to us in either of the formats listed above. Also include a narrative description of the project, telling us how it reinforced New Jersey studies and connected students to the material.

Use the same process as above for sending us the files, being sure to choose "Class Project" as they category for your submission.

Questions/Comments/Help

Send an email to khatcher@celebratenj.org should you run into difficulty. Let us know the best way and time to reach you should an answer by other than email be required.

ONE LAST THING...

Thank you for all you do on behalf of New Jersey's children and for participating in the Celebrate NJ! School Program. It is my privilege to work in partnership with you to inspire our kids to continue NJ's great and powerful legacy. I look forward to reading what your students write and meeting them and you at an upcoming event!

Wishing you and your students my very best,

Karen Hatcher, Executive Director