Guidelines for Contributors

Please, read these guidelines carefully before submitting your article to the APPI eJournal.

As editors we will endeavour to be as flexible as possible and may discuss alternatives with contributors when appropriate. Nevertheless, contributors are asked to bear these guidelines in mind when submitting their articles. It may become necessary to ask you to make changes to comply with the guidelines.

1. Whenever possible, articles should be approximately 1000 words long.
   There is no lower limit but articles significantly more than 1000 words will need to be agreed with the editors first.

2. Articles should be sent as **.docx**, **.doc**; **.rtf**, **.txt** or other XML-based formats. *Please, do not send articles as **pdfs**.*

3. Please include a proposed **heading** (title) and a **subheading**, if you wish.

4. Please include a brief, 50-word, summary / abstract.

5. Authors should include a brief bio of 2–4 lines.

6. Please submit a recent, good quality of each author — we may ask for you to resubmit your photograph if it is below the required standard. (Please contact us if you need more information or help).

7. Do not add ***footnotes*** — only references at the end of the document.

8. Articles with a less scholarly or academic tone are preferred.

9. Articles may be accompanied by photos, graphs, drawings or other artwork. It should be clearly indicated where is to be placed in the article. Please contact us if you need guidance.

10. Videos and / or powerpoint presentations may be submitted as part of the article — they will be referenced with a hyperlink for readers to access or download.

11. Please check all the **weblinks** submitted are up to date and work. Articles with "dead links" may not be accepted.

12. Please respect Copyright, if other work is used, permission in writing must be obtained and works properly referenced and acknowledged.