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. Articles should preferentially be about 1000 words long. If you send a longer article, we may ask you to shorten it before we can publish it.

2. Please send your article in **.docx**, **.doc** format … Unfortunately, we won't be able to publish articles sent in .pdf format.

3. No special formatting should be used. Only paragraphs and paragraph headings. (No columns, no special formatting, not special fonts, no WordArt, etc.)

4. Any images must be high quality resolution and sent as a separate file (jpg) — pictures pasted into Word lose all resolution and are unusable.

   In your article write the name of the image in the place it should be inserted (use the name of the separate image file you sent).

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

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

7. Authors should include a brief bio of 2–4 lines (50–60 words).

8. Please send your references / bibliography at the end of your article, **but do not** write footnotes.

9. Articles with practical ideas or discussions are preferred.

10. Academic articles will be considered; however, the writing should take into account a generalist audience. An overly academic style which make reading difficult should be avoided.

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

12. 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.

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

14. Please, respect Copyright ©, if you use excerpts of other work — permission in writing may need to be obtained and works properly referenced and acknowledged.

15. PHOTOGRAPH — please send a professional quality headshot photo.

    a. do not send photos pasted in word documents.

    b. you can use a selfie, but it needs to be very good quality.

    c. if you need help or more clarification — please download this document.