



## **NOTES FOR e-O&P CONTRIBUTORS**

(Style, Layout and Legal/Professional Standards)

### **Our Aims**

- To reach as wide an audience as possible with fresh thinking and practice about personal, business and organisational development.
- To encourage people who are interested in these topics to write about them well.

### **Format**

The current edition of the journal is part of a wider publishing project. While the journal is at its centre, we are also exploring new avenues and platforms such as hosting contributions on the AMED website/blog and YouTube channel, and we welcome your ideas. While we currently have no specific guidelines for this, please get in touch if you have an idea for a more out-of-the-box response to our invitation to contribute.

Some of the formatting/style notes below refer mainly to written work, namely journal articles and blog posts etc. However, the rest remains relevant to all contributors.

### **Style**

Our articles are succinct, engaging, honest and well-written, making optimum use of our journal's online format. They address innovative, conjectural and critical approaches to development and storytelling, considering the interrelationships between theory and practice.

We particularly welcome your own personal insights, reflections, stories and observations.

### **Length**

Journal articles are usually between 1,500 and 3,500 words in length. We are happy to discuss possibilities for both longer and shorter pieces.

### **Presentation**

We encourage you to break up long passages of text with headings, photos, illustrations and live hyperlinks. Please insert them in the text where you'd like them to appear, along with appropriate captions. We may adjust their position a little as we set the pages in final pdf or other format.

Please include:

- a provisional, telling title.
- a brief summary or abstract, up to 75 words, and half a dozen keywords to aid online searching.
- a digital image (jpg/JPEG) of yourself, and a brief biographical note (75 – 100 words) under the heading 'About the author' at the end, along with your preferred contact details for potential correspondence (optional).

### **Illustrations**

Photographs should be JPEGs or jpps. File sizes of about 50-100kB are adequate. Please try to avoid sending multi-megabyte files if you can. If you've created diagrams in PowerPoint, please also send the original file. This, of course, does not refer to art work. Please be in touch if you would like to contribute in a visual format to discuss suitable guidelines.

### **Submission format**

Please submit articles in Word. Consistency is helpful: please try to be consistent with types of lists, parentheses, numbering systems and the following:

- UK English Spelling.

- Double quotation marks for short direct quotations.
- Longer quotations as a block of text.
- Single quotation marks to 'highlight' particular words or phrases.
- A full stop at the end of each item in any list of bullet points.
- Font Arial 10.
- Line spacing: 1½.

### References

- Insert references in-text and include a list of **References** at the end of the article following the [Harvard citation style](#).
- For, references to web-based material, please include the URL and the date when you last visited that site, e.g. The AMED Network [Online]. Available at: <http://www.amed.org.uk> [Accessed 29.10.20].
- Please try to avoid using footnotes, as sequencing of footnotes can become tricky when integrating articles into a comprehensive pdf document. If absolutely necessary, please use endnotes.

### Intellectual Property

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If you would like to discuss these guidelines or any other aspect of our publication, please don't hesitate to contact either of us.

**David McAra**

[david.mcara@gmail.com](mailto:david.mcara@gmail.com)

+44(0)7917-689-344

**Bob MacKenzie**

[bob@amed.org.uk](mailto:bob@amed.org.uk)

+44(0)7855-458-691

***e-Organisations and People* Editorial Board**