

Guidelines for Contributors

The editors 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.

1. The average length of an article will be approximately 1000 words. 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. Articles should be double spaced, font Trebuchet, size 11.
4. Articles should include a proposed heading plus any subheading required.
5. Articles should be accompanied by a brief summary of the article (approx. 50 words)
6. Articles should be accompanied by a brief biography and head and shoulders photo of the author.
7. Footnotes should not be added to the document. Any references should be made in an accompanying index.
8. Articles should avoid a scholarly or an academic tone!
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.
10. Videos may be submitted as part of the article.
11. Weblinks submitted should be up to date and working.
12. Copyright permission is required to use anyone else's work. Any such references should be fully acknowledged.

The Editorial Team