



NOTES FOR e-O&P CONTRIBUTORS

(Style, Layout and Legal/Professional Standards)

About e-Organisations & People (e-O&P)

e-O&P is AMED's quarterly online journal, available in pdf format, for academics, professionals, managers and consultants at all stages of their careers. It addresses innovative approaches to personal, professional, organisational and societal development in a reflective and accessible way. It has a practical bias, with a balance of well-written thought pieces, case studies, interviews, articles, reviews and editorials. Our articles are succinct, engaging, authentic and easy to read. We maintain our high standards of writing through the careful selection of relevant themes, through applying the principles of critical friendship*, and through our support of outstanding guest editors.

Our Aims

- To enable academics and other practitioners to engage fruitfully with each other
- To reach as wide an audience as possible with fresh thinking and writing about personal, business, organisational and societal development.
- To address innovative, conjectural and critical approaches to writing about development, considering the interrelationships between research, theory and practice.
- To encourage people who are interested in these issues to write about them well.

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

Length

Articles are usually between 1,500 and 3,500 words in length, although we sometimes include both longer and shorter pieces.

Presentation

We encourage you to break up long passages of text with headings, photographs, 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 format. Please include:

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

Illustrations

Photographs should be JPEGs. File sizes of about 50-100Kb are adequate. Please try to avoid sending multi-megabyte files if you can. Where diagrams have been created in PowerPoint, it is helpful if you can send the original file.

Submission format

Please submit articles in Word. Consistency is helpful. So 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.
- Single quotation marks to 'highlight' particular words or phrases.

- A full stop at the end of each item in any list of bullet points.
- Two spaces after a full stop.

References

- Make references within the text, quoting the author's surname, with the year of publication in brackets, and provide a complete **List of References** at the end of the article.
- For books: Gumble, Barney (1998). *Alcohol and Deviancy: An Insider Perspective*, Springfield: Biggum Books.
- For articles: Simpson, H. & Bouvier, M. (1995). "Relationships Between Television Consumption and Family Solidarity", *Journal of Blue Collar Studies*, vol. 5, no. 2, pp: 35-42.
- For articles from an edited collection: Simpson, Lisa (1997). "The Effects of Sibling Rivalry on Intellectual Development" in Ned Flanders (ed) *Aspiration and Reality in Small Town America*, Springfield: Sideshow Press, pp. 146-189.
- References to web-based material should include the URL and the date when you last visited that site, e.g. The AMED Network, www.amed.org.uk, accessed 6.6.10
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- Please avoid using footnotes, as sequencing of footnotes can become tricky when integrating articles into a comprehensive pdf edition. If absolutely necessary, please use endnotes.

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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.

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



*MacKenzie, B. (2015). *Critical friendships for coaching and mentoring in writing*, e-O&P, Vol 22(1). Spring. pp: 42-51. www.amed.org.uk