

## **NOTES FOR CONTRIBUTORS**

### **Our Aims**

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

### **Style**

Our articles are succinct, engaging, honest and well-written. They address innovative, conjectural and critical approaches to development, considering the interrelationships between theory and practice.

We particularly welcome your own personal insights, reflections 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, 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 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 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 potential correspondence.

### **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.
- 2 spaces after a full stop.

### **References**

Consistency with reference formatting helps to give your article a professional look. Please try to follow the following examples in your use of punctuation and italics:

- 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](http://www.amed.org.uk), accessed 6.6.10
- References from e-books: consult The Chicago Manual of Style Online, Chicago Manual Chicago-Style Citation Quick Guide [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html), accessed 22.8.12

### Intellectual Property

Please make sure that you obtain any necessary permissions and pay any required fees for the use of other materials that are already subject to copyright. We will ask you to undertake in writing that your material is not in violation of any copyright, and that you are prepared to indemnify AMED for any loss occasioned in consequence of any breach of this undertaking. We will send you a separate declaration form for this in due course.

### Copyright ownership

In submitting your article, you are giving your formal consent for the transfer of copyright for this article from you as author to AMED as publisher. However, you are free subsequently to place this article, or any extract from it, in another publication of your choice, provided that you acknowledge and reference its original appearance in a particular edition of *Organisations & People*. AMED reserves the right freely to re-publish your article in a subsequent issue of *e-O&P* or in any other publication, with due acknowledgement to you.

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

David

David McAra

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

+44(0)7917 689344

Bob

Bob MacKenzie

[bob\\_mackenzie@btopenworld.com](mailto:bob_mackenzie@btopenworld.com)

+44(0)2380-238-458

*e-Organisations and People* Editorial Board

