



Guidelines for Authors and Contributors to *AI Practitioner* International Journal of Appreciative Inquiry

AI Practitioner is designed to highlight examples, case studies and research on strength-based approaches to change with special emphasis on Appreciative Inquiry. AI is about the search for the best in people, their organisations and the relevant world around them. In its broadest focus, it involves systematic discovery of what gives 'life' to a living system when it is most alive, most effective and most constructively capable in supporting the the triple bottom line: people, planet and profits.

Content: What's the central message of your article?

Things to take into account as you write your article:

Description of the client organization

What is the industry, type of work or contribution of the organization? How large is it and how much of the organization was involved in the AI process which you are describing (i.e. the whole organization, a division, a business unit, a team, a department etc.).

It is very interesting to readers when organisations are named. However, you may need to check that you have permission to use the name of the client organization in your article or whether you need to use a fictitious name?

Description of the process

What were the goals and concerns with which the client first approached you, and in what context? What business and professional issues were of concern to the client?

What were some of the critical challenges you faced along the way? How were you able to overcome these challenges?

You need to make sure you are not including any confidential or trade sensitive information in the article. If you are unsure, please check with your client contact.

Changes and outcomes

What changes took place because of the Appreciative Inquiry process? This might be in the organization's strategy, structure, process, policies or other systems.

How were relationships affected among key groups or individuals? What were some of the changes you saw or became aware of?

What results were achieved for the organization's stakeholders? This includes not only the people working within the organization, but also customers, other stakeholders, other organizations involved with the client organization and the greater community.

Innovations/learnings/insights and wishes

What worked especially well in this project?

What wishes would you have for the next time you were involved in a similar project?

What insights or guidance do you feel it is important to share with readers in the Appreciative Inquiry community?

Perspectives

If possible, give a perspective from *within* the organization, including opinion statements, quotes and so on. It is important that you have approval for quotes or opinion statements, especially when the person's name or position in the organization is used.

Layout

The final layout, style and arrangement of the articles is decided by the sub-editor and publisher of *AI Practitioner*. However, it would make the publishing process faster, and also help with the accuracy of transmitting articles, if the following editorial details are kept in mind:

Length

400–2200 words, single spaced.

Format

MS Word, in a file format ending in *.doc or docx*

Font and font size

Please do not add special formatting (fonts or font sizes) to the document. If there is a special layout that you would like please talk to the Editors about it. If necessary, they will refer to the Issue Editor and the Editor-in-chief.

Paragraph style

Adding an extra line between paragraphs to clearly show where they begin is helpful to the Issue Editor. If section headings are used, the paragraph should commence after the section heading (no line spaces). No indents should be used, as these are introduced automatically where required by the page layout software.

Avoid very long paragraphs. As a rule of thumb, 150-200 words is the maximum comfortable paragraph length for a reader to absorb easily.

Headings

Think as you are outlining and organising your article about natural points to add a heading. Headings help the reader understand where your story is taking them.

Ensure that titles and section headings are displayed in a consistent manner. Please leave headings in the standard font and font size used through the article.

Acronyms and the use of capitals

The first use of a client name or technical term should be written out in full, with the acronym to be used for the rest of the article following immediately in parentheses, e.g. Department of Trade and Industry (DTI).

Appreciative Inquiry, AI Practitioner and AIP should all be capitalized, but the appreciative process, for example, should not.

Trade names

Although the symbols ©, ® and ™ are sometimes used next to trade names, there is no legal requirement to do so. In academic literature, they are not used because the use of the symbols changes the article into an advertisement for a proprietary product or service.

Titles of books

The titles of books and articles should be italicized, but not with quotation marks.

Quotation marks

Please use single quotes, unless it is a quote within a quote, in which case double quotes are appropriate. Quotation marks are reserved for quotation from book, articles or transcriptions of speech, for example. *One participant said, 'I had never understood how much being a part of an "appreciative process" could change the relationships between colleagues.'*

Spelling

Since contributions come from many different countries where spellings may follow the American or British spelling, the most practical solution is to make sure spelling is consistent within the article: thus, either favor or favour is acceptable as is organization or organisation, as long as it is used consistently within the article.

Please make sure that you use the correct key for the digit 1 and the letter l, and also 0 (zero) and the capital letter O.

Punctuation, indentation and lists

Punctuation within a quote should be included inside the quotation marks. In lists, please use the format *a, b and c*, rather than *a, b, and c*, except on the rare occasions when a complex list makes it necessary for clarification.

In general, single-word lists and those of two or three items should use a comma:

The colors used were black, white, red, yellow and green.

However, longer lists, or those incorporating more complex ideas benefit from the use of semi-colons. For example: *It also helped generate an interview protocol that prompted respondents to articulate the importance of their role; their peak experiences within the agency; organizational core values; challenges facing the agency; hopes for the outcome of the assessment; and future hopes for the agency.*

Style issues: reducing gender bias

If gender differences are an important element of your article, you must obviously be clear about the sex identity the people you are writing about. However, it is best not to use gender-biased terms if they are unnecessary. An example would be the use of 'he', 'his' or 'him' as generic terms. Replacing 'he' with 's/he' or 'she/he' or alternating between 'she' and 'he' are not ideal either: they are awkward and distract the reader. Using only 'she' or 'he' may lead readers to think only of that gender, which may not be what you want.

To avoid using awkward constructions, think of rephrasing the sentence using the following suggestions:

- Use plural nouns and pronouns, such as 'they' and 'their'
- Alternatively, try using 'one' or 'you' (but check to be sure that the voice is consistent: me/you/him./they)
- Use 'the' (an article) instead of 'his' (a pronoun), or just drop the pronoun altogether, which works in many cases
- Replace a pronoun with a neutral noun, such as 'person', 'individual', 'child' etc.

If you would like further information and examples, a good place to look is <http://owl.english.purdue.edu/owl/resource/560/01/>

Supporting information

Abstract

An abstract summarises an article. It facilitates online searches, so it should be as accurate as possible. It should have a maximum of 75 words.

Graphics and photos

Graphics and photos are an important part of modern online publications. Depending on the length of the article, you need to plan to send us four to five high resolution graphics or photographs which clarify, elucidate or support your article. Obviously, this depends on the length of your article: 400 words would benefit from one photo; a contribution of 2500 words in length could support four or five.

Because *AI Practitioner* is also printed out by some subscribers, the resolution of the photos needs to be very high. While a size of less than 100KB can be fine onscreen, it will not print to a high enough quality. Please encourage authors to send photos of a size no less than 1 MG (1.2 to 2 megapixels) in JPEG, GIF or TIFF formats.

Many people record workshops with digital cameras, and those photos work well in *AIP*. If that is not relevant for your article, it is also possible to use stock photos or graphics. There are a variety of websites devoted to photos. Some are free, some are paid for. A couple we have found useful in the past:

<http://www.flickr.com/creativecommons/>

www.istockphoto.com (though you should look at the price of photos on this website before making a final decision)

If the file is too big to send as an attachment, contact the issue editor (editor@seaproofread.co.uk) for information about how to upload files so they can be retrieved.

Please verify that all graphics, tables and references are properly noted in the body of the contribution, to ensure that they end up in the right location.

Where possible, avoid creating complex graphics within Microsoft Word itself, as these have to be re-created manually. Use a separate graphics program capable of saving a file in one of the formats mentioned above.

Pullout quotes for articles

With the current layout of the articles in *AIP*, there is more space for photos (already referred to) and for pullout quotes. These go in the margin and draw attention to key points in the article.

When you send your article to *AIP* include at least five suggested pullout quotes which will interest the reader and draw people's attention to your article.

Authors' contact information and biographies

Please include a **fifty** word biography, a photo (in maximum resolution, see **Graphics and photos** above, JPG, GIF or TIFF format) and the email address you wish to be used in the article, as well as a telephone contact number or website and the email address you wish *AI Practitioner* to use to contact you (if different). Make sure that the email address included will be current at the time of publication.

Multi-author contributions

Please verify that all contributors have seen these guidelines and have reviewed their jointly prepared contribution before submitting it to the publisher.

References and Footnotes

Please use the following formats for references:

Books:

Scriven, M. (1991) *Evaluation Thesaurus*. Newberry Park, CA: Sage.

Books with multiple authors:

Preskill, H. and Torres, R. T. (1999) *Evaluative Inquiry for Learning in Organizations*. Thousand Oaks, CA: Sage.

Papers from conference proceedings, chapters in a book etc.:

Greene, J. C. (2000). 'Challenges in practicing deliberative democratic evaluation.' In Ryan, K. E. and Destefano, L. eds. *New Directions for Evaluation*, no. 85. San Francisco, CA: Jossey-Bass.

Journal articles:

Thornwaite, C.W. and Marther, J.R. (1995) 'The Water Balance,' *Climatology* 8, 1-104.

Websites

When citing a website either as a footnote or a reference, please make sure that you include the date that the website was viewed, as the content of some websites changes frequently. There is a possibility with some (i.e. Wikipedia) to view the archives, and therefore for the reader to retrieve the entry the author has quoted. If the date for the page is not given, use (n.d.).

Please single space all references, putting an extra line for a new reference.
Use Word's automatic facility for footnotes.