



# Guidelines for Guest Editors of *AI Practitioner* International Journal of Appreciative Inquiry

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## Background information

AI Practitioner (AIP) is designed to highlight examples and case studies of and research into strengths-based approaches to change with special emphasis on Appreciative Inquiry.

AI is about the search for the best in people, their organizations and the relevant world around them. It has been called a way of knowing, a process for managing change and a strengths-based relational approach to leadership and human development. It draws on the power of stories, metaphor, relational ways of knowing, the significance of language and generative thinking.

AIP issues and articles draw attention to those aspects of strengths-based change that expand and deepen our ways of knowing and practicing personal and organizational change.

A successful *AI Practitioner* issue includes:

- New thinking launched in the issue
- Examples and results that demonstrate or support the new thinking
- A mixture of broad concepts and detail.

## Working with the AI Practitioner team

It will be possible to arrange a meeting via Skype, Zoom or equivalent as and when the editors feel it would be helpful. There are two key points where this is often the case, both for the editors and for the AI Practitioner team: at the beginning, as the call for articles is being formulated and at the point where the first edit of the articles has been/is being undertaken. One or more of the editorial board members, many of whom have edited an issue of AIP themselves, volunteers to act as a sounding board for the editors of a particular issue, to serve as a sounding board and practical resource.

## Focus and process

As guest editor, your Call for Articles needs to present clearly the focus or topic being explored in your AIP issue. This includes:

- Your passion for the topic
- Reason for exploring this topic at this time
- Key messages or points you want to bring out in the issue
- Questions you want to address or special aspects to explore

Based on experience, guest editors have found it helpful to:

- Build in more time than seems necessary to allow for the unexpected.
- Look at initial proposals early. Encourage people whose ideas you like and tell others 'no.'
- Make sure selected contributors understand the timetable and the need to build in time for edits and rewriting.

## Number and length of articles

The total length for the part of your issue of AIP that you are responsible for is 15000 words which can be divided as the you see fit: six longer articles of 2500 words each, for example, or up to twelve articles of between 500 and 1000 words each. In the experience of the editor-in-chief, the issues that work best have a combination of article lengths.

As an editor, you have an opportunity to bring together:

- Established as well as new contributors.
- Examples from familiar as well as new sectors.
- Examples from countries where AI has been used for many years as well where it has been introduced more recently.

You will also be able to work with contributors to ensure that the AI/strengths-based perspective is clear and that the contributors' unique perspective and arguments are strong and clearly articulated.

## Accepting articles

When informing authors that their proposal has been accepted, the editors should send a copy of the contributors' agreement provided along with this framework, to be sent to the managing editor. It is also important and fair to let contributors know that their proposals have not been accepted as soon as the decision has been made.

## The introduction

The introduction can introduce just the articles in the issue. It can also be a longer essay which introduces both the topic of the issue and the articles. It is an opportunity for guest editors to share their thoughts about the structure of the issue and the thread that, for them, links the articles together in the order they have chosen. They can also choose to share their thoughts on the topic, particularly if it is an emerging concept.

## Photos and graphics

We need authors to look for ways to show their work in images – graphics and photos are an important part of online publications. Depending on the length of the article, we would like to see four to five high resolution graphics or photographs which the author feels clarifies, elucidates or supports their article. Obviously, this depends on the length of the article: 400 words would benefit from one photo; a contribution of 2500 words could support four or five.

Many people record workshops with digital cameras, and those photos work well in AIP. If that is not relevant it is also possible to use stock photos or graphics. Please ensure that permission to use the graphic or photo has been given and that information for photo/graphic credits is included.

## Layout

The guidelines for AI Practitioner are based on the APA style guide. There is no need to add special formatting to articles, as long as headings, tables and captions for graphics are clear.

## Supporting information

In addition to the article, we will need to have for each author:

- The name they want to be used on the article. Degrees and other qualifications can be included in the biography as long as they fit within the word limit
- A high-quality photograph to accompany the biography (see Photos and graphics, above)
- A short biography (no more than forty words)
- An email/social media address which they will be happy for readers to use to contact them
- An abstract to accompany the article, no more than 60 words long, which will also be used on the website and to promote the article on social media.

## Working as an editorial team

If you are one of several editors, decide:

- The compelling idea that brings all of you together for this issue. What is the commitment to the field that you share? What are the points you want to make in your opening article?
- What are your individual strengths? How will you use them best to deliver collectively?
- How will you manage and deliver your issue of *AI Practitioner* from the concept phase to completion? For example,
  - Using the timetable and adding milestones you all agree on and will work with
  - How and when you select the final group of contributors
  - Managing the contributors during the edit and rewrite phases
  - Finalising the articles to ensure they meet the criteria in the call for articles as well as being clear and of consistently good quality.
- Determine the preferred flow of articles in the issue. In the chart of articles you send to the Issue editor, include the word count for each article and preferred email address of contributors.
- Indicate any articles you think require further editing. It is a lot easier to edit down a long article than to add to a short one!

## Peer review process

The peer review process is two-tier: once you have made the final selection of articles and worked with the author to refine them, you will have the option of sending some or all to one of the peer-reviewers who have agreed to be available for your issue of AIP. The short list of potential reviewers will be provided once the topic and number of articles to be published is clear. It will then be up to the editors of the issue to choose which if any articles they wish to have a second opinion on, and to make contact with one of the peer reviewers.