

Guidelines for Authors and Contributors to *AI Practitioner*

Website: <https://aipractitioner.com/>

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AI Practitioner, the global journal for practitioners and researchers in Appreciative Inquiry (AI), highlights 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. 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.

Criteria for accepting articles

Content:

Articles accepted for publication should bridge academic rigour with relevance to practitioners, and present applied research, innovative practice or new developments in AI and related disciplines. They should include practical information: case studies and illustrations as well as reference sources.

Style:

Articles accepted should: present ideas logically and clearly; include headings to help guide the reader; be written in a gender-neutral style; avoid jargon and self-promotion.

Contributors will be informed as soon as possible whether their proposal has been accepted or not. If accepted, the editors will include a copy of the contributors' agreement to be agreed by all co-authors, signed by the lead author, scanned and sent to the managing editor of *AIP*.

The review process

Once your article has been accepted, you will be asked to tell the editors of the issue when they submit their article to choose between an open or a double-blind review process. If the contributor chooses an open peer review, two members of the editorial team for the issue will review the article and decide if it is to be accepted, accepted with changes or rejected. A member of the editorial team will liaise with the author regarding improvements to be made. Once changes have been made, the managing editor will work with the author to ensure the article is suitable for publication in *AI Practitioner*.

If the contributor chooses a double-blind review process, once the article has been accepted, the managing editor of *AI Practitioner* will contact, from the list of those who have agreed, a suitable reviewer regarding their availability. The managing editor will send the article, with the contributors' identifying details removed, to be peer reviewed.

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 will be decided by the editorial team of *AI Practitioner*. The standard reference for *AI Practitioner* is the APA style guide. You can find the style guide for guest editors on the *AIP* website at <https://aipractitioner.com/>.

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.

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.

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 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 (JPG, GIF or TIFF formats) 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.

Pull-out quotes

There is more space for quotes in the margin and draw attention to key points in the article. When you send your article to AIP highlight 3-5 suggested quotes which will interest the reader and draw people's attention to the essential ideas in your article.

Authors' contact information and biographies

For each co-author, please include a **fifty** word biography, a high-resolution photo (JPG, GIF or TIFF formats) 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.