

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

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

**Contact:** [aipeditor@editorproofreader.co.uk](mailto:aipeditor@editorproofreader.co.uk) or [info@aipractitioner.com](mailto:info@aipractitioner.com)

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

Meetings via Skype, Zoom or equivalent can be arranged as and when the editors feel it would be helpful. One or more of the editorial board members, many of whom have edited an issue of *AIP* themselves, will volunteer support the editors of a particular issue, serving 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 our, 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.

### 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.

It is important and fair to let contributors know that their proposals have not been accepted as soon as the decision has been made. When informing authors that their proposal has been accepted, the editors should include a copy of the contributors' agreement with instructions to send the signed document to the managing editor of *AIP*.

### 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 (JPG, GIF or TIFF formats) 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. Please ensure that permission to use the graphic or photo has been given and that information for photo/graphic credits is included.

## 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. The style guide for guest editors is on the *AIP* website at <https://aipractitioner.com/>.

## Supporting information

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

- The name they want to be used for 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!

## The review process

Contributors 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.