

Guidelines for Editorial Board members of *AI Practitioner* International Journal of Appreciative Inquiry

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

Contact: aipeditor@editorproofreader.co.uk or 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.

AI Practitioner is listed with EBSCO and Cabells Journalytics.

Editorial board meetings for *AI Practitioner*

There will be a virtual meeting via Skype, Zoom or equivalent at least once a year, at the discretion of the co-publishers, to offer advice and consultation on the current state of *AI Practitioner* and future possibilities. Prospective members of the editorial board are invited by the co-publishers to contribute for a term of three years, with the possibility to alter the length of the term by agreement by both parties.

Editorial board members are also asked to volunteer support the editors of an issue, serving as a sounding board and practical resource.

Role of the editorial board member in supporting an issue of *AI Practitioner*

Board members are not expected to edit articles, unless the guest editor(s) would like them to do so, either as a peer reviewer, or to provide a second opinion or advice.

The role of the board member is to provide support to the guest editor(s): advice on the call for submissions, practical help on where the call could be published; and support for the process and timing of publication to ensure that articles are submitted, edited and send to the managing editor of *AI Practitioner* in a timely manner for publication with the supporting materials.

The advice could include areas such as: the mix of articles in the issue, the length of articles, the order the articles might appear in, other sources of information or contacts that the guest editors may not be aware of, and so on.

Board members may also support guest editors by advising on potential peer reviewers for the editors to contact to review particular articles for an issue.

Useful information for the editorial board support member

Photos, graphics, videos and podcasts

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.

As well, it is possible to include short videos or podcasts, either related to or as part of the article in the issue. Please ensure that the quality is good and that permission to use the material has been given.

Standard reference

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.

Questions for the editorial team to consider

- What is 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?
- 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.

Contributors' posting and readers' rights

Contributors' posting rights:

After publication of their contribution to the AIP journal authors can post it online on their own or their organization's website, and on social media with no delay.

Readers' rights

In accordance with the agreement with Cabells, the readers' rights policy is CC BY-NC & CC BY-SA licences: Reuse and remixing allowed subject to restrictions & conditions.