



Guidelines for Guest Editors of the AI Practitioner International Journal of Appreciative Inquiry

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Introduction

The AI Practitioner (AIP) 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 organizations and the relevant world around them. It has been called a way of knowing, a process for managing change and a strength-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 strength-based change that expand and deepen our ways of knowing and practicing personal and organizational change.

A successful AI Practitioner issue

Readers/subscribers like it when:

- New thinking is launched in the issue
- There are examples and results that demonstrate or support the new thinking
- There is a mixture of broad concepts and detail

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 so far, Guest Editors have found it helpful to:

- Use the timetable developed by the Editor-in-chief to set out key milestones for contributors. 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 number of articles in an issue tends to range between 7 and 11.

Articles can vary in length from one page (about 400 words) to 5 pages (about 2500 words).

The page length of the finished article also depends on the layout of the article (if there are tables, charts or images). It is good to have variety in the length of articles in an issue. Articles with examples from different countries and sectors strengthen and deepen the issue.



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Layout

The guidelines for AI Practitioner are based on the APA style guide and included in the Guidelines for Contributors and Authors. It is easier to edit your issue if formatting is clear and straightforward.

Authors/contributors

As a Guest 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 more recently.

Please encourage people IN organizations to share their voice as well as external consultants.

Encourage potential authors to look for ways to show their work in images – after all, we know the power of compelling images!

Structure of an AI Practitioner Issue

Each AIP issue tends to have:

- An opening piece by the Guest Editor(s) – 1 to 3 pages (400 to 1400 words)
- Sequence of articles – between 1 and 5 pages each, about 35 to 50 pages in total, which include the article Abstract, and the author's bio, email address and photo.
- AI Research News (about 4-5 pages)
- About the next issue – 1 page (500 words max)
- AIP world contacts – last page
- Advertising placed throughout the issue as the layout allows

Working with others as Guest Editors

If you are one of several guest editors, decide:

- The compelling idea that brings all of you together for this issue. What is the commitment to the field 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
 - Finalizing 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 and Editor-in-Chief, 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!



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Key Steps and Timeline Guide for AI Practitioner

The most important place to begin is developing a clear and engaging topic and deciding the main message of your AIP issue. After that preparing an issue of AI Practitioner generally takes about four months.

The key steps and timetable are:

- 'About the Next Issue' information needs to be prepared by Guest Editors to go into the AIP issue for the previous quarter. (Example, if you are guest editing an August issue, information needs to go into the May issue.)
- As early as possible, but not less than 4 months before the due date, clarify the topic and get the *Call for Articles* ready. Identify people you know who would be interested and able to write a good article, as well as leaving room for new contributors to emerge. Send out a *Call for Articles* requesting an article outline.
- Three to four months before your issue appears, Guest Editors select their final group of contributors, giving them guidance about what to focus on and the length of their articles, as well as working with them on the final version of their articles.
- Three months before your issue appears Guest Editors send to the Issue Editor:
 - All the edited articles with an Abstract no more than 60 words long
 - Graphs, charts or photos which support the articles, sent separately as JPEG or equivalent files, **maximum quality**
 - 50 word bios, JPEG bio photos and current emails of all of Guest Editors and contributors
- During month before the issue appears:
 - Guest Editors, Issue Editor and Editor-in-chief discuss any editing necessary because of the page layout and balance of the issue
 - Final draft is sent to all contributors for their sign off or small edits
 - Final version is signed off by the Guest Editors
- The first week of the month the issue is due, it is uploaded on to the AIP gateway for subscribers, the AIP website and webshop. Notification goes out to subscribers. General announcements go to listserves and Network sites.

There is a more detailed description of these steps at the end of this document.

Each contributor receives:

- PDF of their article
- PDF of the opening article/introduction of the issue
- HTML and txt versions of the announcement for distribution to their Networks

Guest Editors receive a complementary subscription for the calendar year of their issue. They receive the access codes for all the issues – February, May, August and November.

After publication – Reviews and Networks

The Introductory article is put onto the AI Practitioner website and is downloadable free of charge. Contributors and others are encouraged to put the introductory article and their own



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article on their website with a link to the AI Practitioner website www.aipractitioner.com and to tell their Networks about their article and the issue as a whole.

Guest Editors and contributors are asked about professional journals where the AIP Issue can be reviewed. The Editor-in-Chief will then follow-up.

Advertisements:

For information about placing an advertisement in AI Practitioner, please contact:

Anne Radford

Publisher and Editor-in-Chief

AI Practitioner

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AI Practitioner – More detailed set of steps

Issue Editor – Shelagh Aitken editor@seaproofread.co.uk

Editor-in-chief – Anne Radford editor@airpractitioner.com

Selecting the Topic and Authors (Four to five months before publication)

Select and clarify overall topic and key messages of issue
Information on your AIP issue in previous issue of AIP (approx 400 words + Guest editors' 50 word bios and photos)
Prepare Call for articles: <ul style="list-style-type: none"> • Set out key messages to be covered in articles • Incorporate AIP guidelines • State deadlines clearly
Distribute Call for papers on listserves and professional networks, and Invite specific people to contribute
Look at proposals received from prospective authors
Select contributors: guidance on focus and length
Secure authors' commitment
Send guidelines to authors

Drafting, reviewing and completing articles and information gathering (two to three months before publication)

Decide on lead contact/ reviewing editor for each article
Highlight key points to be made in Guest Editors' Introduction – 1 st draft
1 st draft of authors' articles ready
Author progress check in: articles and summaries received by Guest Editors incl. no. of words
Guest Editors' Intro – 2 nd draft
Editors work with contributors to produce articles 2 nd draft: <ul style="list-style-type: none"> • No of words • Section headings? • Appendices/sample questionnaires • Titles for supporting materials (graphics, charts, photos) • Citations for quotations • Footnotes and references • Website addresses checked? • Accents in languages other than English, especially names
Assemble final version of support materials: <ul style="list-style-type: none"> • 50-100 word summary of article • 50 word bio of author (name correctly spelled?) • Contact details for author (email and phone) • Photo of author (high quality JPEG) • Photos, graphs, charts: in article to show position, sent separately as high quality JPEG
Articles back to authors



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Preparing the AIP Final version (Final month before publication)
Final version of articles + all supporting materials to Issue Editor and Editor-in-chief
In-house editing, proofreading and setting layout of AIP issue
Guest Editors, Issue Editor and Editor-in-chief liaise regarding page layout
Final draft to all authors and editors for any minor edits and sign-off
Deadline for all minor edits and signoffs to Editor-in-chief

Getting everything ready for AIP subscribers and the public
Preparation of final version including minor edits
Upload AIP to webshop, subscriber download area
Announcement notice to subscribers
General announcement notice to previous AIP purchasers, AIP World contacts, listserves
PDF of AIP issue and Introduction to Guest Editors and authors
PDF of their article to authors
Free annual subscription to Guest Editors

Final checklist:

	Author name –is it correctly spelled every time it appears?
	Author biography
	Author contact details (i.e. email address)
	Author photo
	Running order for articles in issue
	Introduction for the issue
	Title of articles
	Number of words per article
	Confirmation the article has been seen/edited by all Guest Editors
	Abstract (no more than 60 words)
	Headings within the article: are there enough? Are they descriptive, pithy?
	Supporting materials: photos
	Supporting materials: charts and graphs
	Supporting materials: appendices such as sample questionnaires
	Titles for supporting materials and citations for quotations
	Footnote citations/ citations within the body of the document
	References
	Website addresses checked?
	Accents in languages other than English, especially in names
	Suggestions for pull-out quotes for the left margin
	Keywords