

AIIP Connections writer guidelines

June 2011

AIIP Connections is the quarterly publication written by and for the members of the Association of Independent Information Professionals (AIIP).

Each issue of *AIIP Connections* is distributed as a download to over 500 independent professional business owners in more than 20 countries around the world.

Writing for *AIIP Connections* is an opportunity for our new, as well as experienced, members to share their ideas, experiences, and observations in our specialist profession and business.

Readers are particularly interested in practical articles, such as sharing an experience that did or didn't work in developing an IIP business. Articles on using a range of technology applications and online tools to assist with business are also enjoyed by readers.

The Editor always welcomes suggestions for *AIIP Connections* that will continue to enhance the value of the newsletter for independent information professionals.

AIIP Connections is produced through the voluntary contributions of members.

Content:

Feature articles: Suggested topics for feature articles include:

- Marketing tips
- Business planning
- Research techniques
- Specialist research (e.g., patent research, telephone research)
- Social networking tools and tips
- IIP ethics
- Micro business management

Member profile: Brief profile by an AIIP member about his/her IIP business

AIIP Committee profile: Brief profile of the work of an AIIP Committee

Book / product reviews: Brief review of a book or product

Editorial process

Voluntary: Authors are not paid for articles published in *AIIP Connections*.

Ideas first: Please submit your article idea(s) to the Editor for feedback, before you start writing your article.

Original article: The article must not have been published elsewhere and must not contain any material protected by copyright, unless the copyrighted material appears by permission of the author and previous publisher. The article must not contain material that is defamatory or libelous.

Editing: The submitted article may be edited, adapted, revised, or otherwise modified to conform to space or stylistic requirements.

Republication permission: Authors are permitted to republish a .pdf version of the published article on their web site.

Publication deadline: The 1st of February, May, August and November. Contact the Editor for current exact dates.

Style guidelines:

Word limit:

Feature articles:	1200 to 1600 words
Member profiles:	400 words
Committee profiles:	400 words
Book reviews:	400 words
Product reviews:	500 to 800 words
Columns:	400 to 500 words.

Style:

- As AIIP Connections is a publication for members, a friendly style of writing is preferred. Please refer to your AIIP colleagues by their first name, rather than their last name.
- US spelling is preferred.
- Do not use double spaces after full stops or periods.
- Use headings and sub-headings to break up your article, and to assist with reading from the screen.
- Short paragraphs (one to three sentences) are preferred.
- Do not use footnotes. Instead, make any attribution comments or links within the body of the article.
- Include a brief biographical blurb that promotes your business at the end of the article. Include your web and email address.

Formatting:

- Submit your article text in a Word document, with minimal, or no formatting.
- Graphics: Any pictures, figures, tables, and diagrams need to be sent as separate graphics files (preferably .jpg, .tiff or .psd). Please label the attachments clearly.

If you have any questions, please contact the Editor of *AIIP Connections*:

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