TRAINING & DEVELOPMENT
Contributor Guidelines

AITD
**Australian Institute of
Training and Development**

ABOUT TRAINING & DEVELOPMENT

For almost 50 years, the Australian Institute of Training and Development (AITD) has published *Training & Development* magazine, a leading source of current information, ideas, and news about training, learning and organisational development.

Training and Development is distributed to members of AITD, the New Zealand Association for Training and Development (NZATD) and to subscribers. *Training and Development* is also available via certain journal databases. The magazine is published quarterly.

AUDIENCE

Our readers are professionals working in training, learning and development. They range from new practitioners to executives with extensive experience across various industries. Readers include trainers, educators, consultants, coaches, course coordinators, mentors, instructors, academics, teachers, facilitators, designers and assessors.

CONTENT

The magazine aims to keep readers up to date with what is happening in their field. It provides stories on practitioners' experiences and projects and informs readers about current issues affecting learning and performance in the workplace.

When planning an article, writers are encouraged to contact AITD to discuss their idea. Article briefs can be supplied by AITD to assist authors to prepare and improve chances of acceptance.

Readers particularly value articles which give them insight into someone else's experience, and something they can apply themselves, such as practical techniques, a process or a model. They also value contributions that express a strongly held point of view that is presented persuasively.

CONTRIBUTING TO TRAINING & DEVELOPMENT

Learning and development professionals are invited to submit articles for publication. No fee is payable for articles published. Authors should not use articles to sell products or services.

It is critical that potential contributors read and understand these guidelines as article submission implies that authors agree with our policies. Failure to read and adhere to these guidelines will delay the editing process and may mean your article cannot be published. It is important that all relevant information is provided at the time of submission. Please refer to the checklist at the end of this document before submitting your article.

CONDITIONS OF ACCEPTANCE

AITD does not guarantee that all articles submitted will be published or which edition the article will be published in. This will depend on the suitability of the article, space and other constraints. We cannot confirm that your article will be published until after the submission deadline.

We have a policy against double submissions. Please do not submit a manuscript that is under consideration by another publication or that has been accepted or published elsewhere including online posts and blogs.

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Authors are responsible for ensuring that any necessary rights to publish text and illustrations (photos, diagrams etc) are obtained. By submitting material to the publisher, contributors warrant that they hold the copyright to the materials submitted and are granting licence to the publisher to use those materials in *Training and Development* and on both the AITD and NZATD websites.

EDITING

The magazine is professionally edited for style, format, length and readability. Time constraints do not allow us to return edited forms of manuscripts to authors.

RESTRICTIONS

Articles should be unbiased, informative and free of commercial content and self-promotion - we will not publish material that fails to respect this principle. As a guide, a company name should not be mentioned in the body of an article except where it is essential for the article's integrity and authors should strenuously avoid anything that may be taken by readers to be self-promotion.

Authors need to avoid the use of any type of discriminatory language. Authors are free to challenge and critique ideas vigorously, but criticisms of people who hold these ideas will not be published.

SUGGESTED TOPICS

Each issue of *Training & Development* focuses on a specific theme; please check the AITD website for the upcoming themes. However, the magazine content is not limited to that theme and we will publish unrelated articles that are relevant to our readers. Suggested topics for articles include:

- Change management
- Coaching and mentoring
- Culture change
- Design
- eLearning
- Emotional intelligence
- Engagement
- Frameworks, methodologies, practises or tools
- Gamification
- Innovation
- Instructional design
- Language
- Leadership/management
- Learner difficulties
- Learner management systems
- Learning outcomes
- Learning styles
- Memory
- Motivation
- mLearning
- Networking
- Presentation skills
- Program evaluation
- Project management
- Resources
- Return on investment
- Social media
- Sticky learning
- Storyboarding
- Technology
- Video

ARTICLE STYLE

Most of our readers are practising L&D professionals looking for ideas that they can implement in their own work. Case studies with real-life applications, new concepts and practices, interviews with thought leaders, innovative technologies and expert tips all make great subject matter.

Articles can take the form of feature articles, opinion pieces, interviews, infographics, 'how to' guides, top tips etc.

WORD COUNT

There is no fixed word count; however, **between 650 – 1200 words** works well, depending on the type of article. If you are contemplating an article beyond this scope, please consult with the editor before submission.

WRITING STYLE

Use plain English – keep it clear, concise and direct.

Avoid jargon. Where technical/industry terms are used, please ensure they are used accurately and explained as necessary – this is important because the readership includes newcomers to the industry.

Spell out acronyms at their first appearance, e.g. *'learning and development (L&D)'*.

Avoid the use of contractions, e.g. *it's, don't.*

Avoid using the first person unless it is specifically needed to talk about a personal experience.

Use relevant graphic material where appropriate, e.g. diagrams, charts, tables, checklists, photographs. (Please note we do not guarantee that graphics provided will be published.)

AUTHOR CONSIDERATIONS

The magazine is read by training, learning and development professionals across Australia and beyond. While their level of experience varies, you can assume that they have some knowledge and understanding of L&D principles and should pitch your article accordingly.

However, when writing about something you are very familiar with, it is easy to miss the point being made because you assume it's implicit. Review your work critically and think 'so what?' How would the audience interpret it? Keep your writing succinct; every paragraph should have a point.

BIOGRAPHY & HEAD SHOT

Authors should provide a succinct biography (2 – 3 sentences) and a high-resolution head shot to be published alongside their article. You may include one point of contact at the end of your bio (i.e. website, email address, LinkedIn) if you are happy for readers to contact you.

DON KIRKEY

After 30 years in corporate learning and development in Canada and the US, Don Kirkey, Ed.D., began a new career teaching at the University of North Carolina Charlotte and consulting. His book, *From Teacher to Trainer: Making the transition from school teacher to training and development*, will be published in 2020. Contact via Don.Kirkey@trinitycreekconsulting.com.

REFERENCING

Training and Development is not an academic publication and, as such, we do not use academic referencing; however, sources should be included for quotes, references to research, statistics etc. Original sources should be referred to within the text where possible (i.e. *'According to the World Goat Association, 54% of goats do not like ice cream'*, rather than simply '*54% of goats do not like ice cream*'). Please include the full details of websites, books, journals, articles etc. that you use to research your article – these will be included in a side panel titled 'Further Reading and Resources'.

FURTHER READING AND RESOURCES

Australian Coalition to End Loneliness
www.endloneliness.com.au

Australian Psychological Society
www.psychology.org.au

Center for Workplace Mental Health
(American Psychiatric Association)
workplacementalhealth.org/

Loneliness at Work – Tools and Resources
mycareerhabit.com/loneliness-work/

SUBMISSION	
Articles should be submitted via email to editor@aitd.com.au.	

AUTHOR CHECKLIST	✔
I have checked my article for spelling, grammar, jargon and readability.	
I have attached a brief biography and high-res head shot.	
I have attached any graphics, figures or tables in a separate electronic file (i.e. .jpeg, .png, .eps, .ai)	
I have included details of any reference material.	
I have avoided self-promotion within the article.	
I have not submitted this article to other publications or published it online.	
I understand that submission is not a guarantee that the article will be published.	