Alliance of International Aromatherapists™

Author Packet

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Alliance of International Aromatherapists

Guidelines for Submitting Articles for the AIA eNewsletter and *Aromatic News**

February 1, 2010

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Submitting Articles to AIA

Alliance of International Aromatherapists, a 501(3) (c) non-profit member based educational and research organization, focuses on educational information about aromatherapy. This document contains information that will help you prepare your article for submission.

* Aromatic News is the AIA journal which is currently in the planning phase for which articles are being acquired.

Purpose, Audience and Content

Our Purpose
The purpose of AIA publications is to broadcast essential oil and aromatherapy information for educational purposes.

Our Audience
Our readership represents an array of people interested in aromatherapy. The AIA audience is diverse; including interested lay people, health care professionals, academics, industry personnel.

Our Content
We focus mainly on moving aromatherapy forward through education and communication. Although chiefly concerned with responsible use of essential oils in health care, we occasionally present information on uses of essential oils for other purposes.

AIA publications neither advocate nor discourage self-medication, but urges responsibility and caution in all decisions affecting health. AIA publications are not "how-to" newsletters and journals about self medication. With some possible exceptions, serious health problems are rarely appropriate for self-diagnosis or self-treatment with folk or traditional medicines, and qualified health professionals should be consulted in such cases.

AIA does not discriminate based upon the authors' nationality, scientific or philosophical beliefs, or preference of medicinal system. We choose material based upon our evaluation of its quality, relevance, and interest to our readers.

Writer Guidelines

All articles are reviewed by the editors. Product advertising or promotion will not be permitted in articles and will be edited out.

We welcome article proposals via email. We prefer MS Word; do not send in Word Perfect. Please send your articles to Publications@Alliance-Aromatherapists.org.

Please type your article, double spaced, using a 12-point font, with at least 1" margins all around. Send straight text with little or no formatting except when necessary for presentation of charts or diagrams. Send all graphics in jpg, gif or tif format.

First mention of an essential oil must include its standardized common name, followed in italics by its Latin bi-nomial and chemotype (if applicable), e.g. Niaouli, *Melaleuca quinquenervia*. Second and subsequent mention of each essential oil should use the common name.

References must be complete with the title of the article or book cited as well as author names, publication, pages and dates. They should be numbered in the order in which they appear with a list of references placed at the end of the article. We suggest that the reference standards established by the American Medical Association (AMA) *Manual of Style* be used.

If your references or citations are incomplete or of a different style, we will return your article for correction. This will delay the publication process.

AIA publications contain a variety of opportunities for article topics. Please indicate if you have a preferred section in which you would want to see your article. If you are submitting an article for which you want to present as a feature article, please note that the article should be between 1,500 – 2,000 words. Other articles should be 300 – 800 words. Please include a brief professional/academic biographical paragraph at the end of your article, before the references to inform our readers of your background and how to contact you. We also require a statement of interest to identify the author's ties to the subject. This entire paragraph should be no more than 50 words.

The editorial process includes a first round review for acceptance by the editors. Any questions / suggestions will be sent to you for reply. The resulting version will be kept on file and published at the decision of the Editor in Chief.

If you have excellent quality graphics or photographs to illustrate your article, we would be very interested in seeing them. If possible, send us your images in high-resolution electronic format. Please include a proper description of such materials, and label your images with your name, the name of the subject, a description of the image for caption text, and the name of the graphic artist or photographer. We will assume that we have permission to reproduce images you submit; please be sure to have secured that permission from the original graphic artist or photographer if someone else created the image.

We do not pay for articles or photographs, but will send you an electronic copy of the issue in which your material appears and list your submission on the Contributors' Contact List. Upon publication, the Alliance of International Aromatherapists assumes all permission and copyrights. In keeping with AIA's educational mission, we are happy to facilitate reprints of your work and in all media and forms.

We suggest that you obtain a sample copy of at least one of the latest issues of the eNewsletter to familiarize yourself with our subject matter, journalistic style, and general focus. Please call us to order a copy. For the *Aromatic News* journal we are in the planning and article collection phase and welcome a variety of articles.

If you have any questions, please contact the main office of the Alliance of International Aromatherapists.

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Toll Free: 1-877-531-6377

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eNewsletter

Alliance of International Aromatherapists

Author Consent Form

Author's name as it is to appear with the article _____

Title of Article _____

I, _____ (please print), have the right, when submitting my original work, to grant a non-exclusive license on a worldwide basis to the *eNewsletter* for the article(s) and / or art work, be it photograph or graphics file, which I submit for publication in the Alliance of International Aromatherapists' *eNewsletter*.

The photograph(s) or graphics files(s) included in my article are from my personal collection. If I have used the works of another author, graphic artist or photographer, I have permission to include such photograph(s) or graphics files(s) in my article and provide herewith a copyright release from such individual granting permission for AIA to publish their works with my article.

In exchange, I understand that I may receive a pdf version of the *eNewsletter* issue that contains my submission.

There is no expiration date for this document.

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Aromatic News

Alliance of International Aromatherapists

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I, _____ (please print), have the right, when submitting my original work, to grant a non-exclusive license on a worldwide basis to *Aromatic News* for the article(s) and / or art work, be it photograph or graphics file, which I submit for publication in the Alliance of International Aromatherapists *Aromatic News*.

The photograph(s) or graphics files(s) included in my article are from my personal collection. If I have used the works of another author, graphic artist or photographer, I have permission to include such photograph(s) or graphics files(s) in my article and provide herewith a copyright release from such individual granting permission for AIA to publish their works with my article.

In exchange, I understand that I may receive a pdf version of the Aromatic News issue that contains my submission. I also understand that when my article is published, my contact information will be listed within the publication Contributors' Contact List. If I submit an article that becomes a feature article, I can, upon request, receive three (3) printed copies from Alliance of International Aromatherapists, at no cost, of the issue in which my article is published and that I may order more printed copies for a standard fee based on quantity.

There is no expiration date for this document.

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