



Training Today Contributor Guidelines 2011

Training Today, published quarterly by the Chicagoland Chapter of ASTD, actively looks for articles that address issues facing professionals in the field of Workplace Learning and Performance. Of particular interest are articles that offer practical solutions to challenges our readers face, novel approaches to common problems, or discusses new trends and/or directions in the industry.

Style and Format

Regarding style and format, articles should:

- Be written in clear, straightforward language, avoiding jargon and technical terms
- Length of articles can vary. Typical lengths include 500 words, 750 words or longer articles between 1,200 and 2,000 words
- Be written in the first person using a professional tone
- Include a short author bio (approximately 100 words) and a .jpeg headshot
- Cite references in AP style (for questions regarding grammar or style, refer to the *Chicago Manual of Style*)
- Include a mailing address for author's complimentary copies of *Training Today*

Non-Written Content Elements

We are always looking for other media elements to include in *Training Today*. If you have photos or drawings, cartoons, puzzles, or other non-written content relevant to Workplace Learning that you would like published, please send it to the editor.

Topics and Deadlines

Articles to appear in *Training Today* must be received by the Editor on or before the following deadlines:

<u>Issue</u>	<u>Topic</u>	<u>Article Deadline</u>
1 st Quarter (delivery early March)	Getting Involved in Community	2/1
2nd Quarter (delivery May/June)	Leadership	4/1
3rd Quarter (delivery August/September)	Performance Improvement	7/1
4th Quarter (delivery November)	TBD	10/1

Review Process

Articles are reviewed by the Editor and then sent to other Editorial Review Committee members for blind reviews. An article may be returned if judged to be inappropriate for publication in *Training Today* or may be held for a subsequent issue if it does not support the established issue's theme. Feel free to contact the Editor if have questions or you would like to discuss an idea for an article.

All article submissions should be sent electronically to Louann Swedberg, Editor, *Training Today* at: Lmswedb@aol.com