



Imagine Writer's Guidelines

Imagine is a free bi-monthly newsletter published online by the International Alliance for Learning. Its purpose is to act as a forum through which IAL members and friends of Accelerated Learning can share information, tools, techniques and success stories.

With this in mind, we encourage our readers to submit the following:

Article	Length in Words	Description
Article about IAL	500-1000	Upcoming program, product or service (conference, book, conference calls etc.)
Lead Article	1000-2000	<p>A lead article should deal with some aspect of Accelerated Learning. For example, you might want to write about AL and music; the AL learning cycle; the importance of suggestion in learning; the use of games and storytelling in AL; or the effect of the environment on learning.</p> <p>Your article can be written in first, second or third person (i.e., I/we, you, he/she/it/they), but a more conversational tone is better than a formal, academic one. You may include references, but the major purpose of the article should not be to report on research.</p> <p>(If you have research to report, we would love to hear about it! Please contact Lyle Palmer and submit your article to the <i>JALT Journal</i>.)</p>
Interviews	1000-1500	We welcome interviews with leaders in the AL community, including authors, theorists, educators, corporate trainers, language teachers, and transformational thinkers. We also welcome interviews with leaders in communities that are compatible to AL, such as multiple intelligences, NLP, Brain Gym, music and art therapy, quantum physics, etc.
Success Stories	500-1000	If you have faced a particular challenge in teaching or training and found a great AL solution, please share it with us! If you have a before & after story about how your learners have blossomed since applying AL methodologies to your teaching, we'd love to hear about it.
Teaching Tips	500 - 1000	If you have suggestions for how to create simple games or posters or other materials, please share them.
Short Bios	Approx. 500	If you want to share the special accomplishments of a member in our community, please send us a bio on them.

Technology: Software, Games, Tools, etc.	500-1000	If you have developed software, games, or tools that you think our readers would enjoy hearing about, please send us an article. Make it as clear and succinct as possible, however, and show readers how it applies to <i>their</i> needs and interests.
Events, Workshops, Chapter Meetings, Interesting News	500 or fewer	Please send us information about what is happening in AL in your part of the world so we can share it with the whole community. For example, if you are starting a new IAL chapter, presenting a workshop, or planning an event that would interest our readers, let us know about it! We would especially love to hear from our sister organizations, such as SEAL and DGSL, as well as from our networks in Mexico and Venezuela.
Movie & Book Reviews	Approx. 500	If you've read a great book on some aspect of learning or teaching or seen an inspiring movie, write us a review.
Questions, Comments, Letters to the Editor	500 or fewer	If you have a specific question about some aspect of AL, send it in. We'll track down the answer and report it back to you in the next issue. If you have any comments about the newsletter or would like to suggest topics for articles, please send those in, too!

Manuscript Basics

Please submit your articles in MS Word.

- Use standard Times New Roman 12-point font.
- Align your paragraphs on the left-hand margin (i.e., with a ragged right margin).
- Skip one space between sentences. (The computer automatically adjusts spacing, so it isn't necessary to type two spaces between sentences anymore.)
- Single space your paragraphs; skip one line between each paragraph. (Do not indent the first line of your paragraphs.)
- Break up long sections of text with subheads.
- Bold and underline words sparingly.
- Do not use any underlying formatting (such as automatic footnoting).
- If you use references, please follow APA style guidelines. (Do not use Chicago-style footnotes at the bottom of each page, and do not use automatic footnoting programs.)
- Please provide a short bio about yourself and a digital picture that we can use at the end of your article. If you would like readers to correspond with you, please provide your email address and a URL if you have a website.

Grammar Basics

- Make your writing as clear and succinct as possible.
- Use strong, active verbs. Avoid the passive voice whenever possible. For example, write: "The faculty honored him" (active) instead of "He was honored by the faculty" (passive).
- Always spell-check your manuscript before submitting it. Also double check the spacing between paragraphs.
- Shorter paragraphs (3 to 4 sentences) are easier to read than longer ones.
- Italicize the names of books and movies.

Special Note: If you wish to submit an article you have already written for a different publication, please revise it so that your subject matter, tone and style address the needs of *Imagine's* audience of Accelerated Learning professionals. Show how your information is important to *them*.

Note:

The editor reserves the right to edit all articles for clarity, brevity and grammatical accuracy.