

IAC VOICE Submission Guidelines

VOICE, the newsletter of IAC, International Association of Coaching, is published on the 2nd Thursday of every month. The goal of the publication is to support IAC's mission and to be a useful and comprehensive publication with articles that aim to:

- Entice subscribers to become members of the organization
- Connect coaches to other coaches with shared values
- Help coaches become certified
- Help coaches improve their practices
- Publicize member benefits

Types of content: We use feature articles as well as monthly columns.

Submissions: We accept unsolicited manuscripts, but prefer that you first send a query. Send queries by e-mail to voice@certifiedcoach.org. Include a brief description of your story idea, the approach you plan to take and why it would be valuable information to our readers. Submissions must be sent in .doc, .docx or .rtf format.

Submission dates: The VOICE is published on the 2nd Thursday of every month, and the 2010 submission dates are:

Publication Date	Submissions must be received by:
Feb 11	Jan 20
Mar 11	Feb 17
Apr 8	Mar 15
May 13	Apr 17
Jun 10	May 19
Jul 8	Jun 18
Aug 12	Jul 21
Sep 9	Aug 18
Oct 14	Sep 22
Nov 11	Oct 20
Dec 9	Nov 17

Submissions received after these dates will be happily considered for a subsequent issue. Sorry, no exceptions. Thank you for understanding.

Please note that depending on the volume of submissions, your article may not appear in the next issue. Thank you for your patience.

Copyrights: Once published in our newsletter, IAC holds the copyright of all articles. Authors may distribute unaltered copies of their work with permission from IAC. Please let us know when you wish to use an article and we will supply a reprint statement that

includes contact information for IAC. In addition, IAC may use these published articles on their website: www.certifiedcoach.org.

Simultaneous submissions and reprints: We do not accept simultaneous submissions or reprints. Please contact us with your article idea and we will offer suggestions for how to customize it for our audience. We prefer to publish original articles, tailored to our audience.

Payment: This publication is the newsletter of IAC, a non-profit volunteer organization. We do not pay for material.

Topics: We publish articles on all facets of coaching and coaching business, including:

- Coaching skills
- Business planning and operation
- Marketing
- Ethics
- Interviews with professionals in the field
- Research updates
- Developments at the IAC

Length: 500-800 words.

Format: All submissions and correspondence should be directed to the Editor by email (voice@certifiedcoach.org). Submissions will include:

1. A one- to two-sentence biography of author that will appear at the end of the article. This should not exceed 50 words including contact information. You may include one link to your website. Links are subject to approval.
2. Digital photograph.
3. Royalty-free or licensed image related to topic of article (optional).
4. Style comments:
 - a. We use the term IAC Coaching Masteries™ (alternately, the Masteries), not the 9 Coaching Masteries.
 - b. Unless there is an obvious typo, spelling rules are attached to the author/country conventions (e.g., color or colour may both be appropriate).
 - c. We leave out the last comma in a list (a, b and c; x, y or z).
 - d. We do not use spaces around a hyphen (e.g., tie-in), en dash (e.g., May–September issue) or em dash.
 - e. We use “email” not “e-mail.”
 - f. We use only one space following a period or other punctuation at the end of a sentence.
 - g. Please refer to the name of this newsletter as the VOICE (e.g., In this issue of the VOICE, we ...)

Advertising: We do not accept advertising. Advertisers may wish to submit an article for consideration of publication at the discretion of the Editor.