

## IAC VOICE Submission Guidelines

VOICE, the newsletter of IAC, International Association of Coaching<sup>®</sup>, is published on the 1st 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](mailto: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.

**Submission dates:** The VOICE is published on the 1st Thursday of every month, and articles are posted to the VOICE blog throughout the month. Submissions are welcome anytime. Please note that depending on the volume of submissions, your article may not appear in the next issue. Thank you for your patience.

**Copyright:** The author has the exclusive right to seek copyright protection for any materials produced and submitted for publication in the VOICE. The author agrees to submit only original material that has not been published earlier in other venues or media. The author also agrees that the VOICE shall have the right of first publication, i.e., the author agrees that original material submitted to the VOICE for publication will not be submitted for simultaneous publication in other venues or media until the review and decision processes are complete.

The author is free to submit his or her material for publication in other venues following publication in the VOICE or the decision not to publish the material by the VOICE. If the material is published in other venues following publication in the VOICE, the author agrees to include this statement: This article originally appeared in the VOICE, the newsletter of the International Association of Coaching ([www.certifiedcoach.org](http://www.certifiedcoach.org)), in month/date (e.g., April 2010), and is reprinted with permission.

The author also agrees that the IAC shall retain the right to use the material submitted by the author in the VOICE or in other IAC media and communications when accompanied by an acknowledgement of authorship.

**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](mailto:voice@certifiedcoach.org)) as a Word document or rich-text document. 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 of the author.
3. Royalty-free or licensed image related to topic of article (optional).
4. Style comments:
  - a. We use the term IAC Coaching Masteries<sup>®</sup> (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.