



AIA Writing Guidelines

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Basics

Before you begin, please send a 100-150 word proposal to the journal editor, briefly describing the topic about which you plan to write.

Journal.editor@alliance-aromatherapists.org

Submission does not guarantee publication.

Style Guide

To provide consistency with other committees, namely the AIA Research Committee, *Aromatics in Action* will use APA, 7th edition as the style guide for submissions beginning with the Fall 2021 issue, Volume 4, Issue 3.

Aromatics in Action uses (Author, year) in-line citations as well as APA References at the end of articles and case studies.

AIA specific style guide

Note: These are style conventions used to provide consistency between submissions and issues.

MS Word

- AIA uses Microsoft Word for submissions. Please submit only in .doc format.
- Submissions should use 12pt, Times New Roman font with 1" margins.
- Headings and subtitles are to be used between topics inside your submission.

Submission format

- Name and contact information (phone and email) top left-hand side of first page
- Word count - top right-hand side of first page

Word Counts

- Short articles are 800-1,500 words
- Feature articles are 1,500-3,000 words

Botanical names

When referring to an essential oil, or any botanical species, for the first time in an article, the common name is capitalized followed by the Latin binomial in parentheses and italicized e.g., Lavender (*Lavandula angustifolia*) essential oil. Subsequent references to the same species in the same article may be referred to by the capitalized common name alone. Please take care in specifying whether the botanical is an essential oil, absolute, CO2 extract, dried herb, tincture, or other preparation. If the preparation is not denoted, essential oil will be assumed.

Proofreading

Please check your work by using a spell checker and a grammar checker such as Grammarly, *and* have a friend or colleague proofread your contribution prior to submission.

Professionalism / Audience

Aromatics in Action is read by professional aromatherapists. Keep this specific audience in mind as you write.

All submissions must adhere to AIA's safety guidelines, code of ethics, and standards of practice.

Remember that aromatherapists may not diagnose, treat, nor prescribe. Please do not use these words in your submission unless you are a licensed healthcare provider or are relaying referenced information from a licensed healthcare provider. Similarly, aromatherapists have clients, not patients.

Brand related guidelines

We cannot allow any proprietary blends (unless the proprietor shares the info) where there is no %, specific for the formulations. This also applies to non-essential oil products such as herbal formulas, dietary supplements, and carrier oil blends.

Contributor biography

A short (no more than 100-word) biography of the contributor is to be submitted with the article, case study, or book review. The bio shall be written in third-person and submitted in a separate .doc file. A face-shot photo will also be published.

Photos

All photos shall be submitted as a separate .pdf, .jpeg, or .png file and each photo must be at least 300dpi. Please include any relevant photo credits or releases. This includes the head-shot photo which is to be submitted as part of the contributor's biography.

Other

- Non-member contributors, including advertisers, will receive a digital copy of the issue in which their contribution is published.
- For specific information pertaining to the formatting of case studies, please see the AIA Case Study Guidelines and AIA Case Study Format documents at: <https://www.alliance-aromatherapists.org/writing-and-advertising>