



## **AUTHOR'S GUIDE**

Training Journal's focus is learning and development and aims to provide the L&D practitioner with the knowledge, tools and inspiration they need to produce bottom line results for their organisations' and engagement, motivation and success for their people.

Topics are explored through online blogs and short features and through longer more in-depth features that are published in the magazine each month.

Subjects, as detailed on the editorial calendar below, are explored by contributors in the monthly magazine through case studies of good practice, research findings and practical features exploring the topic and offering tools, tips and techniques.

As well as articles on the subjects on the editorial calendar, each month we want a variety of subjects covered that would be of interest to the L&D community including:

- The learning cycle
- Change management
- Problem solving
- Communication
- Soft skills
- Vocational learning and training
- Technology and learning

If you have a suggestion for an article on a subject or area not shown here please contact the editor Debbie Carter at [debbie.carter@trainingjournal.com](mailto:debbie.carter@trainingjournal.com) with a short synopsis outline.

**Articles must not favour a particular product, company or service and should not be used to promote or advertise your organisation or client.**

Articles for the magazine should be around 2000 words in length, unless instructed otherwise by the editorial team, and must be with us by the deadline specified. They should be written in clear English *without* excessive use of technical jargon.

Diagrams and illustrations are welcomed but it is important that they are supplied separately as JPEG or TIFF files of print quality resolution (not less than 300 dpi).

Some text that can be pulled out in boxed format when the article is laid out would be useful and this could include the following:

- Top tips
- Key learning points
- Further reading

All references must be included and marked accurately, and where necessary permissions to use copyright material should be obtained before submitting the article.

Articles should be submitted as a Word file by email to the commissioning member of the editorial team – large files like images should be compressed and sent by zip file or downloaded onto a sharing platform like Dropbox or You Send it.

Once the article is published in the magazine it is considered premium content and is accessible to paid members of the TJ community only. Non-subscribers will be able to view the content once the material is three months old.

We can arrange to send you a copy of the magazine once the article is published – please supply a postal address when submitting your article so we can arrange this. If a separate PDF of an article from the magazine is wanted, this can be supplied for a fee of £50 plus VAT. However we ask that any such PDF is not hosted on an open website until the article is readily available to all who visit the TJ website – that is three months after publication.

If you have any questions about writing for TJ please email the editor Debbie Carter at [debbie.carter@trainingjournal.com](mailto:debbie.carter@trainingjournal.com) or telephone 01353 699090.

## **TRAINING JOURNAL EDITORIAL CALENDAR 2015**

JANUARY 2015 **train the trainer** (deadline 15<sup>th</sup> November 2014)

FEBRUARY 2015 **employee engagement** (deadline 23<sup>rd</sup> December 2014)

MARCH 2015 **learning to learn** (deadline 28<sup>th</sup> January 2015)

APRIL 2015 **coaching and mentoring** (deadline 28<sup>th</sup> February 2015)

MAY 2015 **sales and customer service** (deadline 30<sup>th</sup> March 2015)

JUNE 2015 **neuroscience and learning** (deadline 30<sup>th</sup> April 2015)

JULY 2015 **creativity and innovation** (deadline 30<sup>th</sup> May 2015)

AUGUST 2015 **the digital landscape** (deadline 30<sup>th</sup> June 2015)

SEPTEMBER 2015 **the external consultant** (deadline 30<sup>th</sup> July 2015)

OCTOBER 2015 **the future of learning** (deadline 30<sup>th</sup> August 2015)

NOVEMBER 2015 **leadership** (deadline 30<sup>th</sup> September 2015)

DECEMBER 2015 **talent management** (deadline 30<sup>th</sup> October 2015)