



EDITORIAL CONTRIBUTIONS GUIDELINES

Thank you for your interest in contributing an article to the Aromatherapy Times magazine. The Aromatherapy Times provides an excellent opportunity for you to show case your talents and expertise both in your community and around the world. This document will guide you through the requirements and format an article needs to be received in order to be considered for publication. Please ensure you read these guidelines before submitting.

CIRCULATION

The journal is circulated to all our professional members, students, colleges and universities (numbers vary each day) and is also accessible to practitioners and researchers in the archive of the British library. To support our international members the journal is also translated into Cantonese, Mandarin and Japanese.

PUBLICATION DATES & DEADLINES

- **Spring Edition:** Submission deadline: 01st Feb - Released: Mid-March
- **Summer Edition:** Submission deadline: 01st May - Released: Mid-June
- **Autumn Edition:** Submission deadline: 01st Aug - Released: Mid- September
- **Winter Edition:** Submission deadline: 01st Nov - Released: Mid-December

We are committed to keeping on schedule but there may be times with the edition runs a little late. We will notify members and contributing authors should this occur.

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ARTICLE SPECIFICATIONS:

TOPIC OF ARTICLES

The journal provides evidence-based information for healthcare professionals to integrate into their clinical practice. What makes this journal unique is that whilst it is wholly focused on aromatherapy and essential oils therapy, each edition covers several themes and is not confined to a set topic per edition.

Articles must directly relate to the aromatherapy profession and development of practitioners. Articles which relate to multi-discipline techniques must be written in such a way as to demonstrate how they can complement aromatherapy.

All articles, must come under one of the following subheadings:

- Essential Oil and Vegetable Oil Profiles
- Chemistry of Essential Oils and Vegetable Oils
- Botany of Essential Oils and Vegetable Oils
- Conservation and Sustainability issues affecting Essential oils and Vegetable Oils
- Aromatherapy with various medical conditions and practice of aromatherapy in various environments
- Massage and other bodyworks in combination with Essential Oils
- Aromatherapeutic remedies and formulation
- Olfaction and perfumery
- Research and developments
- Case histories

CONTENTS

1. The purpose of our journal is to educate its audience therefore articles must be non-commercial and educational rather than promotional. No product promotion, pictures, links or mention of products are permitted within articles. At the end of the article contributors may provide details for readers to contact them for further information.
2. No material will be published that advocates the internal ingestion of essential oils or the unsafe use of essential oils or techniques contraindicated in aromatherapy.
3. Do not include the words 'to treat' or 'to cure' unless it falls within your scope of practice.
4. All claims within articles must be referenced and evidenced through research
5. Articles should be pitched at a higher education HE level (short articles or those that fall short may be considered to be featured on our blog)
6. It is the author's responsibility to obtain permission for any material used within their article, including the use of pictures.

If you are unsure whether your article is appropriate, please submit an abstract for pre-approval of no more than 300 words.

LENGTH

Articles should be between 1,500 (2 pages) – 3,000 words (4 pages) in length. We accept, longer articles based on the depth of the topic. Longer articles may potentially be split and published in consecutive issues in which case we would require you to supply in two parts. References and bibliography will not form part of the overall length of the article.

REFERENCES

All footnotes should be numbered and then referenced at the end of the article not throughout the text. For example,

In the body of the article:

Seed yield per umbell is 5–7.5 (1)

At the end of the article:

(1) Choudhary et al. 1993 in Lawrence B, (2017), Progress in Essential Oils: Celery Seed and Leaf Oils <http://www.perfumerflavorist.com/flower/rawmateria...> accessed 20/03/2017

References should state (as a minimum) the author, title of the book, the page number you extracted the information from and the year the book was published. If it is an e-book or website reference then include the website link.

EDITING

1. Please proof read your article for spelling and grammatical errors before submission.
2. Do not rely on your computer to run a spell check, as a word spelt correctly may still not be the correct word
3. Check dates, references and citations
4. Check the spelling of Latin binomials
5. Ensure both common names and Latin binomials of each essential oil, carrier oil etc. is provided. Include the common name in regular font and Latin binomial in italic font. For example: Lavender (*Lavandula angustifolia*). No abbreviations.
6. The common name of all plants and essential oils should not be capitalised, except where punctuation dictates otherwise.
7. The title of the article should precede the text and summarise the main components of the article.
8. The title and author will be displayed in the heading. Please note we will not publish an article with a company name as the author. All qualifications and suffixes can be cited at the end of the article
9. Where possible have your article pre-edited by asking a friend or colleague to check before submission.



FORMAT

1. All articles must be submitted by email in Microsoft word. We do not accept articles in hard copy.
2. All articles must be submitted single spaced in Cambria font 12
3. Please use sub headings in bold to make for easier reading
4. Paragraphs should be indicated with a line in between rather than an indentation

ARTWORK & ILLUSTRATIONS

1. Each article should ideally be accompanied by at least one image with a resolution of at least 300 dpi. Images should reflect the content of the article and not contain logos. There are separate advertising opportunities available if you wish to do this.
2. Pictures must be supplied separate to the article (do not embed images into the article)
3. Typically, 1 picture is featured per double page spread.
4. If a picture is referenced throughout the body of the text please indicate where pictures should be placed and highlight in red 'insert picture A here' for the graphic designer but you accept that given the layout of our magazine this may not always be possible.
5. Pictures should be labelled when provided (for the above purposes) to be clearly identified
6. Images must be provided in Jpeg format
7. Please ensure that you have permission to use any and all images in your article.
8. Include details of the photographer including attribution (copyright) and contact details of each image where necessary.

SUBMISSION REQUIREMENTS

1. Please read through the requirements carefully before submitting your article for publication. Please note if your article does not comply with the requirements your article will be returned to you.
2. We do not accept drafts
3. By sending an article for possible publication the submitter attests that the work is original and that it is not being considered for publication elsewhere.
4. Once you have prepared your article, please send it to office@ifaroma.org with the heading 'Aromatherapy Times article submission' so it can be promptly sent to the correct department.

SELECTION PROCEDURE

- Responsibility for the selection of published articles rests firmly with the Journal Committee who aim to provide readers with a range of diverse articles within each edition. Some articles, particularly research papers, may be included by receiving an invitation from the editor, to republish and receive subsequent confirmation of acceptance.
- If an article does not conform to the topics scheduled within a given year the author will be notified. Articles will be retained on file until the following year. In the following year the journal committee will be informed of articles that were omitted from the previous year and these will be taken into consideration when planning future topics.
- The editor will liaise with the Journal Committee and provide a list of previously published articles to avoid repetition of topics under a particular section. For example, a profile of the same essential oil will not appear within a 5-year time frame under the section 'essential oil and vegetable oil profiles', however a research paper or clinical trial of the same oil may appear as the emphasis has changed and would appear under the research and development section or chemistry or botany section etc.
- If an article is disqualified to avoid repetition the author will be informed. It is important to note that before you begin writing your article you contact the Editor.

- The Editor will supply the Journal Committee with articles which comply with the section titles for a given year. As a general rule one article is published under each section. The Journal Committee will ensure each article complies with the article specifications.
- The Journal Committee will shortlist a selection of articles to be published within each edition and inform the Editor. At all the times the Journal Committee will keep in mind the diversity of topics and its readership.
- The Editor will proof read the short-listed articles and make the relevant checks.
- If an article is disqualified for not complying with format requirements etc. at this stage, the author will be informed and asked to resubmit within a specified timescale and make the necessary modifications. If an author does not respond within the specified time scale than another article will be inserted and will only be published once the requirements have been met.
- The Editor will then liaise with the Graphic Designer who will lay out the article. Where modifications are made or an article needs to be reduced in length the Editor will inform the author who will be asked to confirm the changes before proceeding.
- The Editor will then inform the author that their article submission has been successful.
- This process usually takes up to 28 days.

ENTITLEMENTS

1. The following information will be displayed about you: Your email address and website.
2. You will be sent your article (including the front cover of the magazine) in a PDF to display on your website.
3. Articles featured in the Aromatherapy Times magazine may also appear on the IFA blog at any time.
4. 3CPD points awarded by the International Federation of Aromatherapists for each article published.



RESTRICTIONS

1. We cannot guarantee that all articles submitted, even though they may meet the requirements, will be published or published in a specific edition
2. All information is subject to approval by the Journal Committee
3. All articles are subject to editing. Due to deadline constraints, you may not be notified of any changes before publication and accept this on submission.
4. Although the IFA will do its utmost to accommodate requests, authors cannot specify which edition their article appears in.
5. The IFA asks for first right for publication. Authors will maintain copyright of their own article but may only publish it online 60 days after it has appeared in the Aromatherapy Times. Research papers which are published online and included in the journal do not need to fulfil this requirement.
6. All articles published in the Aromatherapy Times are the copyright of the Aromatherapy Times. If you wish to publish your article in another magazine after it has been published in the Aromatherapy Times you must state the original source of publication.
7. If your article is included in the Aromatherapy Times, the IFA maintains permission and rights to use the material for future publications and educational purposes.
8. The IFA reserves the right to alter, amend, cancel or change any of its requirements at any time.

For more information please contact our Editor, Lauren Allen office@ifaroma.org