



The Debrief - Author Guidelines

Purpose of the blog

The general tone of Blog posts is to invite members to share ideas, considered insights and reflections about topics that are of importance to the community. The purpose of the Blog is to raise awareness about issues relevant to the interpreting profession and members, prompt discussion, and be thought provoking about hidden areas of the profession.

As a contributor to the ASLIA website Blog it is expected that both your article and your conduct in working with the editorial team are in keeping with the current ASLIA Code of Ethics.

Authors are welcome to propose their own topic or select from a range of broad topics prepared by the editors. Writing about a topic you are passionate about is the easiest and most enjoyable option. Authors are asked to approach their chosen topic in a way that acknowledges alternative and diverse views wherever possible. The purpose of the Blog is not to rant, complain, derogate, defame or criticise individuals, groups or organisations. Rather, the purpose is to initiate open discussions about topics and issues that members experience in their profession; to provide insight that creates an opportunity for other members to relate to perspectives that might differ from their own.

Language, Length and Expectations

Blogs need to be a minimum of 600 words up to a maximum of 1,200 words. Length depends on the author and the topic.

When preparing an article, authors are required to use appropriate pseudonyms to protect the identity of any individuals, groups or organisations. Any

information that services to identify a specific person or entity needs to be altered to protect their identity.

You will need to provide a professional image and a brief 1-2 sentence biography to be included at the start of your Blog post. This brief bio should help provide the membership with a context for who you are and the content of the Blog.

The Editor will advise authors of deadlines for drafts, final version and the date their article is posted. Authors are asked to check Blog post within a week of it being posted for any comments from members and to post replies where required. We encourage checking frequently over the weeks after to encourage engagement with your Blog article.

In liaison with the Editor and your state committee, authors are asked to:

- Submit their article by the agreed upon deadline, typically within 4 weeks of agreeing to contribute. Articles are submitted via email.
- Respond to the suggested edits/track changes supplied by the Editor. This includes replying to emails and submitting a revised version by the agreed upon deadline. The Editor is there to support your work and facilitate an open dialogue within the new format.
- Once published, check the Blog website within the first week of publication and reply to any comments posted. We also encourage you to continue to engage with the post over the coming weeks to support members reading your work and provide further insight if possible.

At any time during the process of preparing the Blog article:

- if you become unavailable
- can no longer complete the article and/or
- need support

It is expected that you will get in touch with the Editor as soon as possible to advise them of the situation.

Editing Process

- Authors will have 4 weeks to prepare the initial draft of the article. During this time, authors are encouraged to contact the Editor for any support or guidance to help the writing process.
- Once submitted, authors should be prepared for the draft to be edited by the editorial team. Track changes will be used to propose and explain edits. The purpose of this editing process is not to censor content but rather establish consistency in the writing style of the Blog, ensure that a well-rounded or considered article is being posted and ensure identities are protected. Every effort will be made to maintain the integrity of the author's message. The article with the Editors comments and edits will be returned to the author within a week of submission along with a deadline for the final version.
- Authors will have 3 weeks to go through the track changes and return the final version. During this time, authors are encouraged to contact the Editor for any support or guidance to help the writing process.

Explanation for how to use track changes can be found here

https://www.youtube.com/watch?v=5_knruAysnA

The role of the Editor and the editing process is to support authors to prepare a high quality and well considered article that clearly articulates your message. If you require support finding evidence (published papers, research, statistics etc.) or a sounding board to develop your ideas, please contact the Editor.

Tips for how to write a Blog

We provide the following steps to support you in writing a Blog style article.

1. **Write like you talk.** Use first person (e.g. I) using a conversational style.
2. **Show your personality.** Write about something you are passionate about.
3. **Start with a very specific working title.** Feel free to get creative and Pun-y
4. **Make your point again and again.** Create an outline, and use sub-headings. Jot down the important points you want to make and arrange them in the order you want to make them. Eliminate any ideas that are not directly related to these points

5. **Keep your paragraphs short and sweet.** Writing long paragraphs is going to bore your readers and they will leave to find easier reading. Each sentence should have one simple thought. Simple words work better than big ones.
6. **Back it up.** Where appropriate and possible, use data and research to back up the claims you make in your posts.
7. **Be Specific.** Get to the point. Say what you mean.

More information about ASLIA Blog policy and procedure can be found on the ASLIA website.

Version History

Version Date	Prepared by	Checked by	Approved by motion	Summary of updates
V1. 2018	Danielle Ferndale De Brown	Julie Judd David McQuiggin	Dec 2018	