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**PROPOSED TITLE**
- ☐ Catches reader’s attention
- ☐ Reflects the content

**INTRODUCTION**
- ☐ Brings the reader into the article
- ☐ Presents overall nature of the topic

**CONTENT**
- ☐ Describes approach/issue/idea/program/service
- ☐ Uses examples (anecdotal)
- ☐ Relates problems, solutions and surprises
- ☐ Suggests ways information can be applied to day-to-day practice
- ☐ Generates debate
- ☐ Represents best practices
- ☐ Acknowledges others’ work  (Refer to American Psychological Association (APA) Style Guide)
- ☐ Concludes (e.g. may summarize, describe future plans, leave a question in the reader’s mind, or invite comment)

**SIDEBARS, TABLES, ILLUSTRATIONS, PHOTOGRAPHS**
- ☐ Complements text without duplication
- ☐ Photo caption identifies who the people are and what they are doing

**REFERENCES OR SUGGESTED READINGS**
- ☐ Further readings suggested, using APA Style
- ☐ Acknowledges others’ work, using APA Style
STYLE
- Logical flow of ideas
- Clear, precise language but informal and easy to read
- Language free of gender, social or other stereotypes

Which type of style most describes your article:
- “How To”
- Inspirational
- Opinion
- Informational
- “It Happened to Me”
- Humour
- Interview/personality profile

REVIEW
- A colleague with similar expertise has reviewed this article; name of colleague:

If you do not have someone who can review your article, please contact the Managing Editor who can arrange for a reviewer.

BIOGRAPHY
- Small biography (35 words) explains who you are, where you work, and where readers can contact you for further information.

Please send submissions to:
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