

**Instructions to Authors
and Writing Tips for
Labor and Employment Relations Association
*Perspectives on Work Magazine***

Submission Guidelines

- Please send your article to Karen Steiner (karensteiner5@gmail.com) by **June 1, 2017**.
- Article length: approximately **2,500 words** for a feature article; **1,000 words** for a book review, **1,000 words** for an op-ed article, **750-1,000 words** for a L-M Sidebar.
- Please send a black-and-white, head-and-shoulders shot that we can print with your article. If you don't have a black-and-white version, send a color photo and we'll convert it. The photo may be but does not have to be a professional studio shot. Any standard head-and-shoulders photo is acceptable. The photo should be a 300-dpi tif or high-quality jpg no less than 2 inches wide. If you are having a new photo taken, just make sure the digital camera is set on "highest quality."
- We like to include graphics with each article. Please provide one or two charts, graphs, illustrations, photos, logos, etc. as separate files (in their native format, such as Excel, not embedded in the Word file). These items should be black-and-white 300-dpi tifs or high-quality jpgs no wider than 4 inches. If you don't have black and white, send a color version and we'll convert it.
- Because of the nature (practical rather than academic) of the magazine and our word count limits, **endnotes and footnotes are not used** in *Perspectives on Work* articles.
- If you have sources to cite, please use a standard format (e.g., Jones 2011) and provide the full source information (author, date, title, publishers, etc.) in an alphabetical list of references at the end of your article. Don't worry about reference formatting/style. We'll take care of that in copyediting.
- Please provide a brief bio, **100 words or so** (either at the end of your article or as a separate file). The bios aren't included in the word counts listed above.
- Your article will be copyedited for grammar, clarity, and adherence to LERA's style requirements. Our production schedule doesn't give us time to send copyedited articles or page proofs to authors for review. However, the production/copy editor will be in touch if any questions arise during copyediting.

If you have any questions about submission guidelines, please contact Karen Steiner (karensteiner5@gmail.com).

Tips on Writing for Magazines

Perspectives on Work is LERA's practitioner publication—news, best practices, knowledge, and solid public policy our members can use. The following are some tips to keep in mind when writing your article or book review.

- Please use a short title. You can use a subtitle, but it's not necessary. The title should be much shorter than what is typical for academic articles.
- Subheads are good, as are shorter paragraphs and sentences.
- Good articles are conversational and less formal than academic writing. Citations and references should be used sparingly. You may use "I" where appropriate.
- Use examples of companies familiar to the reader.
- Good magazine writing is a mix of "tell" and "show." Use numbers to back up points.
- Also appropriate and appreciated are graphics, charts, and photos (please attach as separate documents. Indicate approximately where they're supposed to go in the text). If you are using tables, photos, graphics, or charts, please refer to the submission guidelines above.
- If you need further tips or guidance about writing your article, contact Mike Lillich (clearlyexpressedLLC@gmail.com).