

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

### Submission Guidelines

- Please send your article to Bernadette Tiemann (btiemann@illinois.edu) by **June 1, 2018**.
- Article length: approximately **2,500 words** for a feature article; **750-1,000 words** for a book review, **750-1,000 words** for an op-ed article, **500-750 words** for a sidebar.
- **Please send a full color, print quality, head-and-shoulders photo** that we can print with your article. 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." Most newer iPhones have a high enough resolution if the image is sent as "actual size".
- Because of the nature (practical rather than academic) of the magazine and our word count limits, **endnotes and footnotes are not encouraged** in *Perspectives on Work* articles.
- Unlike academic writing, we prefer journalistic informal citation of works and ideas in the text rather than footnotes or references.
- Your article will be copyedited for grammar, clarity, and adherence to LERA's style requirements. Our production schedule does not 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, contact Bernadette Tiemann ([btiemann@illinois.edu](mailto:btiemann@illinois.edu)) or Mike Lillich ([clearlyexpressedllc@gmail.com](mailto:clearlyexpressedllc@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. Consider that you are writing for an educated but non-expert audience such as a *New York Times* or *Wall Street Journal* reader. If you need further guidance and/or discussion when writing your article, contact Mike Lillich ([clearlyexpressedLLC@gmail.com](mailto:clearlyexpressedLLC@gmail.com)), (217) 898-1928.

### 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.
- Use short paragraphs and sentences when possible for readability.
- Good magazine articles are conversational and less formal than academic writing. You may use "I" where appropriate.
- Use examples of companies, agencies and organizations 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 and in their native format, such as Excel, not embedded in the Word file and indicate approximately where they're supposed to go directly in the text.)