INCITE Submission Checklist

For more details, see our submission guidelines: <u>Writing for INCITE</u>

Content

- What kind of article are you writing? Is it a feature article that relates to the theme of the issue? Are you sharing some news about a recent event or program?

- What audience are you writing for? Is your article relatable or of interest to professionals across the library and information sector?

- What insights are you sharing into professional practices or principles? What lessons can readers take away to apply in their own workplaces?

Length

- Is your article adhering to the word length? (500 words for a one-page feature article, 250 words for a ½ page short article)

- If you intend to write a longer article, have you contacted the INCITE Editor to discuss this in advance?

Images

- Have you included a print-quality image (minimum 300 dpi or over 500KB), submitted in a JPEG format?

- Do you have permission from anyone identifiable in the picture for their use both in print and online? (You don't need to provide permission to us, but you do need to have it.)

- Have you provided captions for your images, including who provided / took the photo?

Author details

- Have you included your name, position and place of employment and your email address for the end of the article?

Submission

- Have you sent your article in a word file format and your images as individual JPEG files?

- Have you emailed them to incite@alia.org.au