



## Publication Guidelines

Publication of all contributions are subject to our terms for submission of works to us, namely that, if your contribution is used:

- ☐ All contributions are voluntary. However, the publication of any article is credited either to an individual or organisation, together with any offers made available to our members and/or subscribers.
- ☐ Article length is approx 500 words. Therefore, we may shorten or edit your article for publication. However, if the overall article is longer and the message will be lost if edited, then it will be published on our web site with a link from the edited article in the newsletter.
- ☐ Copy deadline is the 15th of each month.
- ☐ Articles are preferred to be written in standard journalistic style. However, we will assist with proof reading as necessary.
- ☐ Copyright remains with the author though we reserve the right to refer to edit the article in keeping with the ECI style. We also reserve the right to refer or use any articles at a later date in any medium belonging to the ECI.
- ☐ Each article will be attributed to the author by means of displaying the following:  
Authors name and Membership Status  
[www.domain.nnn](http://www.domain.nnn) email address  
@ Year Name. All Rights Reserved.
- ☐ All articles must be in keeping with publication style. Visit our website for copies of previous issues.
- ☐ Not all of our readers have English as their first language - so please be wary of colloquialisms.
- ☐ The Editor is responsible for determining the publication date of accepted material.
- ☐ The Editor has the right to accept or reject any article for reasons that will be given in writing.
- ☐ Articles that appear to be of an advertising nature will not be published.

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## **Types of Articles**

The ECI's newsletter includes the following types of submissions:

- ▣ Articles in line with the newsletter topic for the month.
- ▣ Top Tips
- ▣ Your Questions Answered
- ▣ The Business of Coaching
- ▣ Coaching Top Tip
- ▣ Monthly Meditation
- ▣ Definition of Coaching
- ▣ Inspirational Quotation
- ▣ Positive Daily Action
- ▣ What the media is saying
- ▣ Ice Breakers
- ▣ Offers & Useful Information
- ▣ Great Coaching Questions
- ▣ Acronym

Please send all your submissions to the Article Selection Team using [articles-newsletters@the-eci.org](mailto:articles-newsletters@the-eci.org).

## Publication Process

