



International Guide Dog Federation (IGDF)

Company no: 2376162. Registered Charity no: 1062441

Visionary Article Submission Guidance

General

Visionary is IGDF's magazine for people working or volunteering in the guide dog sector. It is produced 3 times each year in March, July and November. The magazine is produced by the IGDF Office and circulated to all IGDF organisations. It is available to anyone via the IGDF website.

Each issue has a special topic, designed to give the magazine a focus on a topical guide dog issue. This is advertised in the previous issue and on the IGDF website. Other articles on topical subjects are welcome, but priority will generally be given to articles on the special topic.

Visionary E-Newsletter or Social Media?

- **Visionary** is for articles on the advertised special topic or other articles of general international topical interest. Articles are generally around 500 words long and should include at least one photo.
- **E-Newsletter** is for IGDF news – usually updates from the IGDF Board and Committees. It is published at the end of every non-Visionary month. E-Newsletter items are short – typically one or two paragraphs and we do not normally include photographs. We may occasionally include an item from an IGDF member organisation, but this is not the purpose of this publication.
- **Social Media** may be a more appropriate forum for short news items, pictures or videos. Contact enquiries@igdf.org.uk if you are unsure how to do this.

Submitting an Article for Visionary

Word Count. Please try to keep your article to 500 words. Occasionally we can publish articles of up to 750 words if the topic is complex, please contact enquiries@igdf.org.uk to discuss, if you feel your article needs to be longer than 500 words.

Photos. Please submit at least one photo or image to accompany your article. If possible, these should include recognisable geographic or cultural features such as landscapes, buildings or cultural events relevant to your country, so that Visionary reflects the diversity of IGDF's global membership.

By submitting a photo, you are confirming that you:

- Are the owner of the image, or have the full permission of the image owner to submit it for publication;
- Have obtained the necessary consent of any individuals featured in the image;
- Give permission for IGDF to use the image in Visionary, on the IGDF website, or in social media;

- Have either provided image captions and descriptions, or are happy for IGDF to create these.

Captions and image descriptions. Please include text for image captions and descriptions (30 words max) in the body of your email. If captions or image descriptions are not provided, the IGDF Office will either create appropriate text or contact you to provide this.

Format. All articles should be submitted as Word documents. Photos should be sent as separate attachments - not embedded in the article.

Deadline. Please submit your article by the 1st of the calendar month before the Visionary issue in which you wish it to be published. For example, 1st February is the deadline for the March issue. Please contact enquiries@igdf.org.uk if the deadline will pose a problem for a topical item.

Email. All articles should be submitted by email to enquiries@igdf.org.uk and clearly marked as Visionary articles in the subject line.

Review Process

The following process shall be used to review articles submitted for Visionary.

1. IGDF Office collates all articles and photos submitted for publication. All files are checked to ensure they open correctly.
2. IGDF Office completes the Visionary Article Review Table and sends this to Communications Committee, together with all articles and photos.
3. Communications Committee reviews all articles and agrees which content to include in the next issue.
4. IGDF Office contacts the contributors of any articles not selected for publication.
5. IGDF Office undertakes detailed proof-read of all articles selected for publication and makes any changes suggested by Communications Committee or corrects any errors identified in proof-reading process. IGDF Office contacts the contributors of articles selected for publication. Final version of article is then sent to contributor to check they are happy with any changes. Occasionally, further edits will need to be made during the production stage to reduce word count.
6. IGDF Office produces Visionary issue and sends to Communications Committee for review.