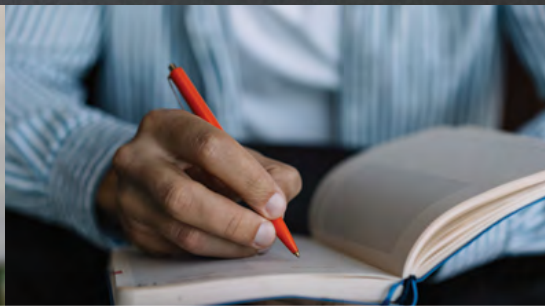




LIFE SCIENCES TRAINERS & EDUCATORS NETWORK

LTEN Writing Guidelines

*Share Your Stories with
our L-TEN Readers!*



Author Guidelines
for L-TEN Publications



Author Guidelines for LTEN Publications

Each year, LTEN publishes 12 issues of its popular *LTEN Focus on Training* magazine. These guidelines are designed to help you share your thoughts with other members in the network and in the general life sciences training industry.

Writing for LTEN helps you be recognized as leader in the life sciences training arena. Once your article is published, LTEN can help you share your thoughts beyond LTEN by providing links and tools to post to social media sites like LinkedIn.

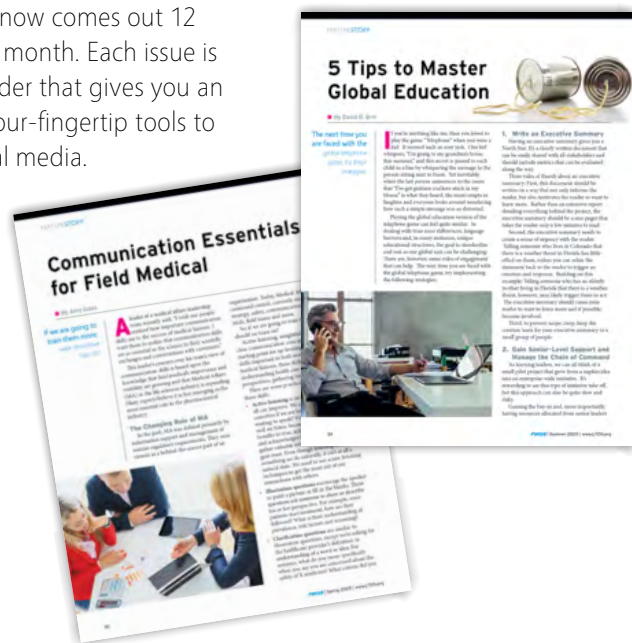
Each issue of *Focus* offers many opportunities for members to share their knowledge, thought leadership, solutions and successes with others in the network. Writing an article doesn't have to be "the great American novel" – submissions can be questions (or answers) for peers in need, simple "short and sweet" testimonials about your LTEN experiences or full articles that typically range from 500 to 1,500 words. Whatever you have to share, we have a home for.



LTEN Focus on Training magazine now comes out 12 times annually at the start of each month. Each issue is available in a digital magazine reader that gives you an easy reading experience with at-your-fingertip tools to share articles to friends or via social media.

Helping YOU Get Started!

These guidelines will help you get started writing for LTEN and help you understand how easy we make it for members to share their expertise and activities with their LTEN colleagues. LTEN accepts both completed manuscripts and general inquiries about article ideas to develop. Our editors are happy to work with both experienced and new authors wishing to write.





Article Information

When Are Articles Accepted?

Articles are accepted throughout the year. While we often work in advance on our publications, we make every attempt to share the most relevant and current information as possible. Potential authors are encouraged to reach out to us at any time an idea or interest occurs.

Once an article or an idea is accepted, LTEN editors will work with authors directly on deadlines, length, edits and reviews.

Types of Articles Accepted

In general, anything you'd like to write will fit somewhere in LTEN's publishing venues. Here's a quick look at some types of articles being accepted – all lengths are estimates and as flexible as needed:

Here's a quick look at the types of articles being accepted:

- **Cover stories and general feature** articles typically cover a certain idea, solution or challenge, as well as case studies of specific learning programs at member companies. Feature articles are typically about 1,000 words.
- **Guest Editor columns** are limited to non-supplier members. Guest editor columnists can share thoughts on industry issues, describe work at their company or provide general ideas or inspiration for readers. Articles are typically about 550 words.
- **LTEN Experience articles** are also accepted. Of special interest are articles around the value of the LTEN Annual Conference, which will be used with special conference preview sections in Focus. Articles can be any length, from simple testimonials to full-length features on the conference experience.
- **Bonus Focus online articles** – Articles are published throughout the year to the L-TEN.org website's Bonus Focus section and for time-sensitive submissions can be the fastest route to publication. Articles can be submitted on any topic related to life sciences training. While most articles are 500 to 1,000 words long, there is no specific length or limit for online articles.
- **Themed articles** spotlight certain interest areas in life sciences training. Articles are typically 500 to 750 words. Categories for themed articles include the following – if your idea doesn't fit here, we'll create a new category:
 - Coaching
 - Diversity & Inclusion
 - Field Training
 - Global Training
 - Innovations & Hot Topics
 - Leadership Development
 - Metrics & Analysis
 - Networking
 - Non-Commercial Training
 - Partnerships
 - Professional & Career Development
 - Sales Skills
 - Training Basics
 - Training Design
 - Training Technology
- **Whatever else** you'd like to write to help educate, inform, grow and develop your LTEN training colleagues.

We're Happy to Help

Writing for LTEN should be an easy process that won't take an undue amount of your valuable time. Whether you've written before or are interested in getting started, we're happy to work with you as needed to help you share your expertise and experiences. All articles will be professionally edited and proofread prior to publication to ensure accuracy and relevance to LTEN members.

For any questions about article topic, length, placement or anything else, feel free to reach out to Tim Sosbe, LTEN editorial director, at tsosbe@L-TEN.org or (312) 493-9783.

How to Prepare Your Submission

Articles or articles proposals can be sent to Tim Sosbe, LTEN editorial director, at tsosbe@L-TEN.org or (312) 493-9783.

Manuscripts should be in Word format and should include for each bylined author a name, title, company, email address and phone number.

Authors may send graphics to accompany their articles, as long as the graphics are not subject to existing copyrights that would prevent their publication. Graphics will be used as possible, but their use cannot be guaranteed. Author photos are also encouraged, if desired.