Author and Article Outline for *AHTA News Magazine*

Name of Author:

Name of Article: (Working title)

Deadline date: Length of article:

Photos: Please provide high resolution photos. Include photo release for *AHTA News Magazine* and AHTA website from photographer and people in image. Email release is acceptable.

Bio for author: Write one or two sentence bio for yourself, indicating HT and other credentials. Relate your experience to the article focus, demonstrating your area of expertise.

Style Guide: *AHTA News Magazine* uses its own style guide for articles (which is consistent with AHTA website and *Journal of Therapeutic Horticulture*). It is available for author’s use. Most common issues are use of terms like HT practitioner, format for reference materials (based on APA style) and factual vs anecdotal information (use of personal pronouns is discouraged).

Editing: The editorial team of the *AHTA News Magazine* reserves the right to edit. Authors will be shown the edited article and asked to sign off on changes.

Concept for article:

Copyright: By submitting an article to AHTA News Magazine, you are granting us permission to publish all or part of it. An article will not be published until the author’s submission form together with a photography release form have been correctly signed and submitted to the Editor, AHTA News Magazine. The forms are available on AHTA website ([www.ahta.org](http://www.ahta.org)) in the Publications section.

Contributors are responsible for obtaining copyright clearance on illustrations, figures, or lengthy quotes that have been published elsewhere. Article submissions will be reviewed by the Editor and considered for inclusion based on available space and relevance to the horticultural therapy profession.

By signing this form you acknowledge that the AHTA have exclusive use of text in print and digital editions for a period of four months from the date of publication, after which the contributor may republish the unedited or edited text. AHTA would request that the edited article be credited in the following manner:


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Please contact Editor in Chief for clarification, discussion or assistance on the article. Thanks for sharing your thoughts and work with *AHTA News Magazine*.

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