



## **House guidelines for authors**

### **Planning your article**

It is important to be clear about the aim and tone of your article. What is the purpose of your article? What do you want the reader to be thinking and feeling after they have read it? How will you break it down?

You should include an introduction (to the topic / experience you are writing about), break the main body of the text into sections and have a conclusion where you summarise what you have covered and bring everything together. You will normally discuss this in detail with the editor first. Please stay on topic.

Your article is not an advertorial for you, it is a thoughtful piece aimed at sharing, informing and inspiring your community.

### **Length**

Articles are normally 1-3,000 words (occasionally longer) and this includes your biography. Book / blog / vlog/ pod reviews are 3-500 words. Other occasional items may be shorter. Please discuss anticipated word length with the editor *before* writing.

### **Style**

This may be more formalised e.g. case studies, or articles that follow the style of an academic paper, or more conversational e.g. personal experience / reflections or opinion pieces.

### **Article title, headings and use of capitals**

Apart from on the first word, please do not use capitals within titles or headings of articles. Aromatherapist should not be spelt with a capital unless it is the start of a sentence.

### **Text**

Please use arial size 12 throughout. Do not use headings or coloured fonts. Do not italicize unless you are writing the Latin name of a plant or writing *et al.* when you are referring to some research or writing *in vivo* or *in vitro*. Avoid exclamation marks.

## **Abbreviations**

Please use the full name of an organisation or medical condition with its abbreviation, the first time you mention it e.g. the International Federation of Professional Aromatherapists (IFPA) was formed in 2002. Afterwards you can just use the abbreviation. Do not use full stops e.g. write USA not U.S.A.

## **Language and spelling**

Please use English e.g. criticise, not criticize. Please avoid colloquialisms that may not be readily understood or do not translate easily.

## **Essential oils names**

When first mentioning an essential oil please use the common name followed by the Latin name in brackets and italicized e.g. Lavender (*Lavandula angustifolia*). You should also mention the variation (var.) or chemotype (ct.). The next time you refer to this essential oil, just use the common name.

## **Your biography**

Please include a few lines about yourself, your work, background, and website and or email address.

## **Permission**

Please seek written permission if you

- quote private correspondence
- write up a case study
- include someone else's photographs or illustrations

When writing a case study or referring to a client please change the name of the client. You could use an anonymous first name or say client A. You should change enough details to ensure your client would not be identifiable.

Please do not submit an article that has been previously published elsewhere.

## **Citing other people**

If you quote an author, please use double quotation marks and cite properly e.g.

It is important to take care when picking neroli flowers because "if unopened buds or wilted flowers are included in the harvest, the product will have a grassy odour." (P. 557, Rhind, 2020).

Please also use speech marks when quoting a client. When you refer to another person's work, but you do not quote them, just put the author and date in brackets e.g.

Wilted flowers will change the odour of neroli (Rhind, 2020).

If there are two authors, you can list them both e.g. Tisserand and Young (2014). When there are more than two authors or a book or research paper, you can write the first authors surname and write *et al.*, then the date in brackets e.g. (Fajinmi *et al.*, 2017).

## Referencing

A reference list differs from a bibliography. A bibliography just lists of all the works you have consulted in preparing the article. Your references are a list of works (e.g. books, academic papers, blogs) that you have referred to or quoted in the article.

Your references should be done alphabetically according to the first authors surname.

### *How to reference a book*

Last name, initial. (date) *Book title* place it was published: Name of publisher. E.g.

Conrad, P. (2019) *Women's Health Aromatherapy*. London: Singing Dragon.

Tisserand, R. and Young, R. (2014) *Essential Oil Safety*. Edinburgh: Churchill Livingstone.

### *How to reference an article / research paper from a journal*

All authors names with initials starting with the last name of the first name given on the article. The order is last name, Initial. (date) Title of article. Journal name, volume (issue). Page numbers. E.g.

Cortese, B.M., Leslie, K. & Uhde, T.W. (2015) Differential odour sensitivity in PTSD: Implications for treatment and future research. *Journal of Affective Disorders*, 1(179), 23–30.

### *For material published online*

Name of author, title of the article, date or year of publication, URL (last accessed date). E.g.

Skipper, C. (2022) *Angelica*. Available at [www.youtube.com/watch?v=\\_EkcuHWWXmQ](https://www.youtube.com/watch?v=_EkcuHWWXmQ) (Accessed 26/05/22).

## Photographs and tables

Please do not embed images, photographs or tables in the article. Please send these separately and provide a description for each one.

Please email photographs separately from the article document as a colour JPEG or PNG. If scanning from an original image or photograph, please use the following settings: 300dpi, colour, 100% size.

## Note on submissions and next stages.

Please note that whilst all submissions are welcome, not all may or can be accepted and published. Articles are likely to be peer reviewed. Accepted edited articles will be sent back to the author to make any suggested changes or ask for clarification if needed. A pdf is sent to the author for approval before publication.

# Author submission checklist

*Please check all points before submitting your article to In Essence.*

- I have contacted the IFPA office to confirm the journal theme, suitability, word count and deadline
- My article fits the agreed theme and is educational, not promotional
  
- The article has a clear introduction, main body and conclusion
- Word count is within the agreed limit (normally 1,000–3,000 words, including biography)
  
- The article is written in Microsoft Word, using Arial 12 and has no coloured text
- English spelling is used and exclamation marks are avoided
- Abbreviations are written in full on first use
- Essential oils, hydrolats and carrier oils are written with common name + Latin name (italicised) on first mention
  
- Client details have been anonymised and written permission obtained where required
- Permission has been obtained for all images. Please state who has copyright of these images.
  
- References are correctly cited using the Harvard system
- A reference list (not a bibliography) is included and alphabetised
  
- Images are supplied separately (JPEG or PNG, 300dpi) and not embedded in the text
  
- A short author biography, headshot photograph (300dpi JPEG) and links to my socials are included
  
- I have read and followed the House Guideline for Authors and understand that articles not meeting these requirements may be returned for amendment