

Introduction

You have been sent this document because you have been asked to contribute an article to Scene Magazine. Below you will find basic information that will assist you in developing your contribution and submitting your work. This consists of:

1. **General Guidelines for Contributors**
2. **Conditions of Acceptance**

1. **General Guidelines for Contributors to Scene Magazine**

- The tone of the magazine is professional yet approachable and easy to read for all practitioners. Please try to use relaxed and conversational language to explain your practice experience. Additionally, it is useful to explain technical terms that are not universally known.
- If you wish, feel free to write in the first person and describe your practice using the pronouns “I”, “we”, “our”;
- All articles usually have three basic parts: an introduction, a body, and a conclusion.
 - The introduction should catch the reader’s attention, describe the topic and main themes and briefly outline the organization of the article.
 - The body contains your further explanation of subject matter. Here you can attempt to give information that would help other youth workers to attempt to replicate your experience in their own practice.
 - The conclusion section of an article can then summarize important points that were made in the body. This is the point at which you should make suggestions and identify learning for practitioners reading the article.
- Graphs and tables can also help the reader understand the information.

Quotations and References

- If you are using quotations, identify the sources, but don’t feel that you need to use academic citation formats (page number, year of publication, footnotes).
- Scene is a professional, not an academic publication so giving the full proper name of the publication or authority you are citing is sufficient.
- Any publications that you wish to refer readers can be listed at the end under the heading of “further reading”

Information about you and where you work

As the purpose of providing the article is to promote your work and your home organisation, please be sure to provide the following:

- Include a title, a byline, and a one line bio of the author, also identify any co-authors, or contributors;
- Provide any web or contact information that you might like to add;
- Provide high resolution logos for your organisation;
- If you would like to include your funder’s logos or recognition of any supports, please provide appropriate text and logos.

Photos

- Any images to go with an article that you might have are welcome;
- Photos should be high resolution (300 dpi) and large physically. We cannot accept images downloaded from the web, of a low resolution or small size;
- When you're sending several images, indicate which you would prefer us to use if we can't fit all of them in the article;
- We do look for possible cover photos. They need to be a minimum of a4 in addition to high res.

2. Conditions of Acceptance

- Manuscript submission implies that authors agree with our policies.
- All published material is copyrighted and becomes the property of the Irish Youth Work Centre.
- The author is fully responsible for identifying and obtaining publishing permissions for all information and images in the article.
- Upon publication, if you'd like extra print copies of the edition of magazine in which your article will appear, please send that request to us then.
- We do not publish dissertations, essays, press releases or internal reports in the original format, we ask that all submissions be adapted and made accessible and relevant to the readership of Scene Magazine.
 - Authors will be notified if certain significant changes are made to their work—or if they need to make them. Minor modifications to spelling grammar or sense errors are often made by the editorial staff without consultation with the author.