**Guidelines for Contributors**

In general written, audio or video contributions (“Content”) submitted for publication by members or non-members (“Contributors”) should aim to be expert, informative, useful, a pleasure to read or listen to and, if possible, original.

Written content should be submitted in Microsoft Word format and be in English language. Images should be submitted in JPEG format.

Written articles should be between 800 and 1300 words

Publication on the ALA website or social media of Content from Contributors is at the sole discretion of the ALA Committee.

Contributors should be experts in their field. This means having practiced in the area and/or having researched their subject matter carefully.

Contributions may be edited, abridged, withdrawn or contextualised at any time by the ALA before or after publication.

Contributions must always be written or expressed in an atmosphere of mutual respect, full disclosure and accuracy.

While we prefer original Content which has been created solely for the ALA website we may accept Content which has appeared elsewhere provided the Contributor has obtained all necessary third party consents.

While publication on the ALA website will necessarily raise the public profile of the Contributor, the Content should not be made or provided with the principal objective of promoting or advertising a business.

If a contributor expresses an opinion in which he or she has a personal, financial or business interest then that interest must be disclosed. For instance a commentary on a case by a lawyer acting for one of the parties must include disclosure of the lawyer’s interest in the case.

It is the responsibility of Contributors to check the accuracy of any factual statements made in their Content and to cite competent authorities and sources as the origin of any information requiring support or open to question.

The ALA will always provide Contributors with an advance copy of any Content featuring the Contributor’s input which it intends to publish. The ALA will seek to take account of any comments or suggestions but the final decision on any changes or edits will be at the discretion of the ALA.

Where the Content includes an image or text which has originated from another source it is the Contributor’s responsibility to obtain any necessary permission to reproduce and publish the image or text.

By submitting an article for publication or participating in a podcast Contributors grant the ALA an exclusive licence to publish the content on its website and on its social media.