

- Guidelines for Forum News Contributors -

Forum News is the quarterly newsletter of the International Forum for Rural Transport and Development. Forum News is published in English French and Spanish as:



Forum News
Bulletin du Forum
Noticias del Foro

Forum News is a thematic newsletter. It is used as a means of sharing information and networking and aims to be a voice for the southern perspective of the IFRTD network.

Unsolicited articles are welcomed provided that they fit the themes as listed below. Shorter Items are also required for the News and Events page of Forum News. These should be updates of recent activities and/or information about forthcoming events.

Deadlines

Please submit your article prior to publication according to the deadlines given below:

January Edition	December 3rd
April Edition	February 15 th
July Edition	June 11th
October Edition	September 3rd

Articles received after the deadline **cannot be considered for publication.**

Word Length

Please do not exceed the word limit below. Any articles submitted exceeding this limit will be edited in accordance with the Editors perspective.

Lead Article	750 - 1000 words
General articles	450 – 600 words
News & Events articles	250 – 300 words

Style

Forum News is generally published in 4 pages as follows:

Page 1	- Lead article
Pages 2 & 3	- Relevant articles to the theme
Page 4	- News & Events

The lead article should be an opinion piece. Before you start writing your article take some time to think about what message you want your reader to take from your article. The reader should not be left thinking 'so what?'

Articles for pages 2 & 3 should aim to be more than descriptive. Forum News provides an opportunity to influence IFRTD members in the North and South - use it!

Articles for the News and Events page should be concise and well thought out. If you are reporting a successful workshop use the word length to convey key outputs and outcomes rather than a description of logistics. Eg. Do not provide an exhaustive list of participants, instead describe some key participants the attendance of whom has added value to the workshop. Or if the breadth of participants was important to the dissemination of the learning at the workshop point that out.

NB. Forum News is not an academic publication so academic style referencing & footnotes are not appropriate. If you are unsure of the style of a Forum News article take a look at some back issues. Available on the web at www.ifrtd.org or on request from editor@ifrtd.org

Your article should also:

- Be concise
- Avoid using too many acronyms as they confuse the reader. If you must use them please include an explanation in brackets the first time it is used.
- Include contact details for the author.

Please note that IFRTD reserves the right to edit all articles submitted for publication within Forum News. Where possible the Forum News editor will always try to show final copy to the authors prior to publication.

Current Themes

Issue 11.3	January 2004	Gender Mainstreaming
Issue 11.4	April 2004	Hiv/AIDS and Transport
Issue 12.1	July 2004	Environment
Issue 12.2	October 2004	Transport as a means of Employment
Issue 12.3	January 2005	Decentralisation

Submitting Your Article

Articles can be submitted in **English, French and Spanish**. Please send your articles by mail, fax or email (preferred) to:

IFRTD Secretariat
113 Spitfire Studios
63 -71 Collier Street
London
N1 9BE
United Kingdom

Fax: +44 (0) 20 7713 8290

Email: editor@ifrtd.org

Please include the fax number and email address that you wish to be published with your name at the conclusion of your article.

Additional Copies

IFRTD is pleased to provide additional copies of Forum News to submitting authors. Please include your full postal address and the number of additional copies that you require with your article. For requests of more than 20 extra copies a dissemination strategy will be requested.

Dissemination of other publications with Forum News

Forum News is an excellent vehicle for disseminating publications to a breadth of stakeholders within the transport sector. It is distributed to over 2750 English, French and Spanish speaking IFRTD members. These members include academics, members of transport ministries, transport planners, and the NGO sector.

To distribute publications within Forum News please contact the editor at the address above.