

ADR Update Newsletter Guidelines for Prospective Authors

The ADR Institute of Ontario is a non-profit organization that provides ADR practitioners with up-to-date resources and services. The Institute also provides the public with information about Alternative Dispute Resolution, access to competent ADR professionals and leadership in the development and promotion of dispute resolution services in Ontario. Our membership includes over 1,000 individuals.

ADR Update is the newsletter of the ADR Institute of Ontario, Inc. Published electronically three times a year by the Newsletter Committee appointed by the Board of Directors of the Institute, it provides articles, insights and information of interest to ADR professionals. It is also available in print at the ADRIO office, and various Professional Development events throughout the year. Members and non-members may submit articles at any time.

In addition to our members in Ontario, ADR Update is also sent to members of our affiliates in Atlantic, Saskatchewan and Manitoba (over 1200 impressions).

Style of articles

Our readers are mediators and arbitrators who would like entertaining, interesting and informative articles from another practitioner's perspective.

If your article is accepted, the Newsletter Committee may choose to include it in the upcoming or a future issue. Authors will be advised.

For formatting purposes, articles **must** be:

- submitted as a **Word document**, *not* pdf, (double-spacing not required)
- use only a **standard font such as Times New Roman or Arial**
- **No longer than 1,000 words**
- **Each submission MUST include** (in the same document) the author's **brief byline – your name and designations plus maximum 30 words describing your organisation and function**, etc. If we do not receive, we will post only your name and the information we have received with your submission.
- a **high-resolution photo, headshot (ideally *minimum* 300 dpi) in jpg format sent as an attachment (*not* embedded in your email message, thank you) **to accompany your article.****
- if using images, graphs or charts, please ensure they are submitted as high-resolution images.



Please send your submissions to: events@adr-ontario.ca

