

# YAA *YOGA BRIDGE* MAGAZINE NEWSLETTER SUBMISSION GUIDELINES FOR CONTRIBUTORS

Revised June, 2024

The magazine newsletter of the Yoga Association of Alberta (YAA), *Yoga Bridge*, is published three times a year to provide articles of interest to the yoga community. It is published under the guidance of an editor and an editorial board, all of whom are yoga practitioners with extensive writing experience. We receive overall direction from the YAA Board of Directors and the Executive Director. Members of the editorial board (excluding YAA staff) and the editor are volunteers.

Here's what you need to know in brief if you'd like to submit an article to the *Yoga Bridge* for consideration. Please do consult the more detailed discussions to follow if you want to understand more about the acceptance and review process. The editor has the final say on initial acceptance and final publication of an article. Don't be scared off by standards or details. There's a writer in every one of us. If you have something you want to share, we can work with you to make it happen.

1. Submit your article, or if you're unsure of what you want to write but want an opinion on a concept, submit that. Send it to [editor@yoga.ca](mailto:editor@yoga.ca). Details on what we will accept and what we won't are given below under "*1: What is Accepted for Publication*".
2. How long should it be? That depends on what you want to write. See guidance below under "*2: Suggested Length for Submissions*".
  - Feature articles/essays: 1000 to 1500 words
  - Book review: 750 words
  - Poems: Up to 500 words
3. When should you submit it? For further details see "*3. Submission deadlines*".
  - February 1 for the Spring newsletter,
  - June 1 for the Autumn newsletter, and
  - October 15 for the Winter newsletter.
4. If the review process (see "*4. Review Process*") and your response to it leads to a mutually satisfactory conclusion, the editor will finalize the document, using the YAA's [Copy-Editing Guidelines](#) (see "*5. Copy-Editing Guidelines*"). You will receive the final version before it goes to press, at which point it is your last chance to make any minor changes.
5. If it can't be published in the next newsletter, and this happens for various reasons, it will be carried forward to the newsletter after that. The editor will let you know.
6. You can withdraw an article at any time up to two weeks after the article submission deadline.
7. Questions? Contact the editor ([editor@yoga.ca](mailto:editor@yoga.ca)).

## 1. What is Accepted for Publication:

The editor and the editorial board of *Yoga Bridge* are responsible for requesting, receiving,

reviewing and determining whether to accept articles for publication. You are welcome to submit ideas for features on asanas, pranayama, meditation, yoga traditions, interviews with or stories about teachers and yogis, yoga philosophy, benefits of yoga, your experiences as a practitioner or as a teacher and how they have helped you and others to live with more self-awareness. Articles on allied practices and disciplines such as Ayurvedic medicine and biofeedback are sometimes featured.

If you'd like an idea of what kinds of articles have been featured in the past, check out the back issues on the [YAA website](#) for content and style. At the bottom of the page, "A Compendium of Articles (2010-2020)" gives a complete overview of the articles that have been published and shows the range and breadth of topics our members know something about.

If you have an idea for a feature article or other written submission, please send a brief email to the editor at [editor@yoga.ca](mailto:editor@yoga.ca) with a one paragraph summary outlining your subject, purpose, main point, primary source of information (why you are the person to write this feature), and your connection to it (e.g. are you a yoga teacher, student, or practitioner?). The Editor will reply within three weeks.

From time to time, certain themes are featured in the *Yoga Bridge*. "Learning about Asanas" is a regular column that is typically part of one or more newsletters during the publication year. This is an opportunity for YAA Certified teachers to describe an asana in depth (how to perform safely, meaning, benefits etc.), including a focus on modifications as needed to adapt to differing abilities and safety considerations.

All material must be the original work of the writer and not previously published in any medium or format.

Occasionally *Yoga Bridge* reproduces previously published material from another source with written permission by the original publisher. Please contact the editor before submitting an article that has already been published elsewhere. You will be required to obtain written permission from the original publisher, specific to reprinting in the *Yoga Bridge*.

Articles that promote any individual or organization will not be considered for publication. But rather, we encourage you to inquire about our advertorials and advertising space by sending an email to [yogaab@telus.net](mailto:yogaab@telus.net).

## 2. Suggested Length for Submissions:

The editor and editorial board uses the following guidelines for length but is flexible depending on the depth and detail required for the submission. The editor will respond with feedback on length, any additional information required, and other suggested revisions to strengthen your submission. The editor, or a member of the editorial board, will assist you as needed so your article fits with the guidelines.

- Feature articles/essays: 1000 to 1500 words
- Book review: 750 words
- Poems: Up to 500 words
- **Art/Photographs:** If artwork or photos are submitted to accompany your article, we require original copy with minimum 300 dpi resolution labelled as `artistname_title.jpg`. Please provide a two-to-three-line caption to describe the image.

Along with your submission, please provide a two-to-three-line (~40 words) bio outlining your background and how you can be reached. If you are listed on the YAA website as a teacher, you might like to use a reference to your directory listing.

### **3. Submission deadlines:**

Submission deadlines for all article contributions are February 1 for the Spring newsletter, June 1 for the Autumn newsletter, and October 15 for the Winter newsletter. This allows the Editor and the Editorial Board, as well as the author, enough time for review and revisions prior to the publication deadline. While there are no guarantees that your article will be published in the next newsletter, your chances are better if you submit earlier rather than at the deadline, as we are a volunteer group and don't always have time available at the last minute. Need an extension? Contact the editor ([editor@yoga.ca](mailto:editor@yoga.ca)). Articles submitted after these dates will be considered for the next newsletter.

### **4. Review process:**

We (the editor and editorial board) want to help you communicate your ideas clearly while, as much as possible, retaining your unique form of expression. We review each article as it is submitted and determine the level of review that is most appropriate. In the Autumn 2021 edition, 13 people shared short stories, poems and photos of their experiences with Covid. Those are personal accounts and we edit them lightly.

We spend a bit more time on teacher tributes to help the writer let everyone know of their subject's qualities as a teacher and a person, as much as possible in their own words.

Longer articles that address yoga-related issues of physical, mental and spiritual health from a scientific and/or metaphysical perspective are another matter. The YAA has a duty of responsibility to its members. The fine print on page 4 of each newsletter contains the cautions that "The material in this newsletter is not intended as medical advice. Consult a medical or health professional on any health or safety issue", and "The YAA is not responsible for information contained in articles or advertisements or for ensuring qualifications of advertisers or writers".

With that as the main guideline, the editor and the editorial board take great care to ensure that articles on asana, yoga science, yoga philosophy, and yoga-related health and medical topics meet certain standards. Editors and board members have developed the framework you're reading about now to provide clarity to you as to the editorial process and what you can expect. If you submit an article for consideration, we assume that you are familiar with these guidelines and that you agree the editor makes the final decision on article inclusion.

The same level of editorial review applies both to authors who are invited to submit articles by YAA and authors who voluntarily share their work. The editor determines whether the submission is a short personal account that requires little editing or a longer article that needs a closer look. It's then forwarded to the editorial board for their assessment of whether the article is appropriate and of interest, as well as their initial thoughts on whether it requires major edits, if it isn't a short personal account.

An initial review method employed by editors is to read the article quickly, as a typical reader might. Is it clearly laid out? Is the thread of the article easy to follow? Is there an introduction that sets out a path, a logical train of thoughts that details what is on that path, and a conclusion that wraps it up?

If the consensus is that the article requires major edits, the editor summarizes what the board has submitted plus personal observations and sends that to the author with an indication of what needs to be done so that the article meets publication standards. The editor will ask the author if they want help in the form of more specific guidance. If the offer is accepted, the editor will keep the spirit of compromise in mind when responding—a good compromise is one where the parties concerned are

satisfied even if not completely happy.

Authors can decide whether to continue and resubmit or withdraw their submission at this point. If the article is resubmitted, the editor might send the article around to the editorial board again for their review; if the consensus is that only minor edits are needed, it's the editor's responsibility to make them, following accepted copy-edit guidelines.

If major edits are still needed and the author requests specific guidance, the editor has the option to provide it if time permits. If changes are mutually acceptable, the article will be published in the newsletter when space is available. If not, the article won't be published, or the editor might suggest that the author could convert the article to a short personal summary if time permits.

## **5. Copy-Editing Guidelines:**

Submitted articles and essays should follow the basic conventions of grammar, spelling, common usage rules, and clarity. If you are interested in knowing more, the Editorial Board follows the YAA's [Copy-Editing Guidelines](#). The Editor will contact authors for approval about any major edits but authors agree to accept minor copy-edits without consultation that don't change the intent or meaning of the article.

## **6. Conditions of Submission and Publication**

By making a submission of any kind to the *Yoga Bridge* for publication consideration, you are agreeing to the following Conditions of Submission and Publication.

- The YAA editor and editorial board reserve the right to edit for content, style, grammar and spelling and to condense all articles that are to be published. Any substantive changes will be made in consultation with the author(s) and in view of publication deadlines.
- All submissions, whether solicited or not, are reviewed according to these guidelines. We do not include promotional information in published articles.
- Copyright Policy: Duplication of YAA material in other journals/newsletters is approved subject to notification of, or consultation with the editor or YAA Executive Director. Do not re-publish without permission. Once approved please add "Reprinted from the Volume XX, Issue XX *Yoga Bridge* Magazine newsletter with permission from the Yoga Association of Alberta <yoga.ca>."
- The Yoga Association of Alberta and its volunteers, staff, editors, editorial boards and members assume NO responsibility for content, errors, mistakes, omissions, missed submissions or entries to the newsletter of any kind, nor any delays in publication or circulation. Submissions to the newsletter are voluntary.
- Submission of your article, calendar submission(s) or advertisement(s) to the YAA Yoga Bridge Newsletter will be accepted as your intended agreement with these conditions.