

## Notes for Contributors

- IA News, being the main paper communication organ for the AIA, is issued quarterly. It covers all the Association's activities, including the work of AIA Council and the Young Members Board and that of our Affiliated Societies, together with both regional and international news,
- Items for inclusion should be sent as **Word** documents.
- Photographs accompanying a report should be sent as separate **jpg** files (for best quality printing), rather than being embedded in the text. Short captions should be provided.
- The number of words will naturally depend on the nature of the report. Typically, a short news item could be up to 250 words. A large report could be up to 1500 words.
- If necessary a report will be edited to fit the space available. If an author feels that editing may detract from the substance of the report, please include a note to this effect.
- For copyright reasons the origin of all reports must be credited and, where appropriate, the author's name and position included. Photographs, too, should indicate to whom credit should be given.

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