



## Association for Play Therapy, Maryland/DC Branch Newsletter Contributor Guidelines

Thank you for contributing to our quarterly newsletter. Newsletters will be released on or about January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup>. Please refer to the following guidelines when preparing your document(s).

### All Guidelines

- All documents must be submitted in a word document format – no PDF documents.
- Your document(s) is/are due **the last day of the previous month** (e.g., for the January 15<sup>th</sup> newsletter, documents must be submitted by December 31<sup>st</sup>).
- Email your document(s) to [mryans@lighthouseplaytherapy.com](mailto:mryans@lighthouseplaytherapy.com)

### Articles and Reviews

- 500 word limit for the content of the article (note: references and bio not included in word count)
- You may submit an image for your article. It is imperative that you own the rights of the picture or you obtain and document necessary permissions to utilize the image.
- Cite any references (if applicable) in APA format
- Include a short bio and a high resolution photo

### Membership Spotlight

- 500 word limit
- Some examples of information to include in your write up:
  - Education and training
  - Where do you presently work and what services do you provide?
  - What connected you to the play therapy field?
- Include a high resolution photo

### Ads

- Advertisements for jobs, workshops, rentals, etc. will be charged \$25 for a half page.
- Payment for the advertisements are accepted by check only and must be received by the above due date. Please mail your check to:

MD/DC APT  
4502 Schenley Road #100 A  
Baltimore, MD 21210