# Author Information

Instructions: Download and save this document to your computer, so you can save your work as you go.

## Name:

*Type your name*

## Email address:

*Type your email address*

## Permission to publish email address:

*Type* ***yes*** *or* ***no*** *(use email for communication with editors only)*

## Who are you? (Direct Support Professional, Self-Advocate, Frontline Supervisor, Family Member of Person Supported, Service Provider, or Other*)*

*Type Direct Support Professional, Self-Advocate, Frontline Supervisor, Family Member of Person Supported, Service Provider, or Other*

## Organization Name (if applicable):

*Type your organization name*

## City and State Organization is located:

*Type the city/state organization is located*

## My mailing address:

*Type your mailing address*

Media Release is needed to give permission to Frontline Initiative permission to publish your story and photos or you. It is also needed for other people who may be in photos you provide us.

[Complete or share the online media release.](https://umn.qualtrics.com/jfe/form/SV_cAYzGL7QG48jEOh) It will be automatically sent to us when you are finished. Please share with others (or their legal guardians), who are in photos that you provide. You will be notified when we receive your signed release.

# The Story’s Outline

## Story Title:

*Type your story title*

## Story Body: (500-1000 words)

***Beginning (Introduction):***

*Type the beginning of your story*

***Middle (The Important content of the story):***

*Type the middle of your story*

***End (Closing):***

*Type the end of your story*

## Citations:

*Type your citations*

## Resources:

*Type your resources*

## Are you providing photos or video?

*Type yes or no*

Please email story/photos/video to: [frontline-dsp@umn.edu](mailto:frontline-dsp@umn.edu)

# Tips for Writing

* Your story and personal experience are valuable to the DSPs and the readers.
* Suggested Length: 500-1000 words. Longer or shorter articles are accepted.
* Use “you” language when talking about DSPs. This is a publication for DSPs. Provide tips or explanations for why what you’re writing about is important for DSPs, or tips on best practice.
* Use person-centered language (e.g., “person” with disability; not “client,” “resident,” etc.)
* Always use simple sentences and vocabulary.  Avoid jargon.  *Frontline Initiative* is intended to be accessible to all the DSPs. To help, you can use the Flesch-Kincaid readability tool in word to write to an 8th grade reading level. Frontline Initiative is intended to be easily applied to everyday DSP practice, rather than academic writing.
* Quotes: Use quotation marks to indicate “this is a quote”, and clearly identify the source.  E.g., “Everything I know, I learned from my dog.” Nora Roberts.
* Consider listing or linking to other resources for readers to learn more about the topic. You can include links to other materials, graphics, or videos in your article. Provide the full URL where you would like a link in the text. If linking to a video, please include a title for the video and a brief 1-2 sentence description of the video.
* Authors are responsible for the accuracy of what they write.
* Authors are responsible for the accuracy of all submitted materials including references, citations, quotations, and spelling. All materials other than specific quotations and citations must be the author's own work. If there is significant use of copyrighted materials in the article, the author is responsible for securing permission to use the material and passing this permission along with actual documentation to editorial staff
* Every article in *Frontline Initiative* includes photos. Photo helps the reader get a sense of the article they are reading. We would love to include original photos from you that complement the story. IT would be nice to have a photo of you, the author(s), that will be included in the article with your bio information.
* Frontline Initiative editors reserve the right to edit all articles for ease of reading, use of plain language and content.
* If your article is referring to someone else's ideas, always include a citation as a footnote. (e.g., Tschetter provides guidance for providing support for campers with autism spectrum disorder.  *For example:* 
  + Tschetter, L. (2013). *101 Tips for Supporting Campers with Autism*. Monterey, CA: Healthy Learning. Retrieved from [www.healthylearning.com](http://www.healthylearning.com)