

How to Write and Submit AIA Best Practices

Contributed by AIA Knowledge Resources Staff

March 2007

The AIA collects and disseminates Best Practices as a service to AIA members without endorsement or recommendation. Appropriate use of the information provided is the responsibility of the reader.

SUMMARY

The AIA membership shares professional practice knowledge through *AIA Best Practices*. Here is an overview of how to write and submit a *Best Practice* article.

WHAT ARE BEST PRACTICES?

AIA Best Practices represent the collective wisdom of AIA members. They are a compendium of practical knowledge acquired by AIA members in the real world of architecture practice—*knowledge gained from experience, immediately applicable to a task at hand*.

WHAT KNOWLEDGE IS INCLUDED?

The scope of *AIA Best Practices* is as broad as AIA members' knowledge—a constantly expanding realm. A *Best Practice* article may cover any aspect of professional practice—client relations, business management, ownership transition, design, project management, information technology, marketing, international practice, and so on. Other areas of interest include public outreach, community service, advocacy for the profession, and communities by design.

Each topic is distilled to its essentials, so readers can put the knowledge to work immediately. Each article also points to additional sources of information on the topic.

WHERE CAN I FIND AIA BEST PRACTICES?

AIA Best Practices are available on demand 24 hours a day, 7 days a week, on the AIA Web site. To access *Best Practices*, go directly to www.aia.org/bestpractices or navigate to the page as follows:

- Go to www.aia.org.
- Select "About the AIA" from the top of the home page.
- Select "Best Practices."

AIA Best Practices are conveniently organized into 19 chapters modeled after *The Architect's Handbook*

of *Professional Practice*, 13th edition. You can browse through the list of chapters and topics. In addition to the 19 chapters, AIA components have submitted articles for the following dedicated chapters:

- The AIA: The National Component
- The AIA: Local Components
- The AIA: State Components
- Resources for the Public

HOW CAN I SHARE MY KNOWLEDGE?

We welcome contributions to *AIA Best Practices* in any form. Completed articles are preferred, but ideas or knowledge are most important. If a topic is worthwhile, we will help you develop even the barest outline of an idea. We also welcome suggestions for topics.

To encourage submission of a wide variety of material and to emphasize content over format, there are no submission forms and no submission deadlines. The only criteria are that submissions consist of *knowledge gained from experience, immediately applicable to a task at hand*.

If you have developed a practice you would like to share with your colleagues or have encountered a situation in which the knowledge of others would be of value to you, write to us at bestpractices@aia.org.

WHAT FORMAT IS USED FOR BEST PRACTICES?

AIA Best Practices are available as individual articles of one to four pages in length. Each article can be viewed on www.aia.org, downloaded as an Adobe Acrobat file to save for future reference, or printed, either from the Web or from the ready-to-print PDF.

SAMPLE BEST PRACTICE OUTLINE

Every *AIA Best Practice* is different, but a general outline might look like this.

- **Title.** Make this explanatory, so people scanning the list of *Best Practices* on the AIA Web site will clearly understand your topic (e.g., “A Process for Improving Government Planning, Design, and Construction Practices”).
- **Summary.** This paragraph can be written in a variety of ways but should serve to engage the reader and keep him or her reading. For example, if you are writing about a component program, you might summarize your component’s effort as a lead-in to a more general description of the process you used.
- **Description of the practice, program, or effort.** This is the body of your *Best Practice*. Describe in general terms the steps used to carry out your effort. Mention specific examples of your effort.
- **Conclusion** Wrap up by explaining how others might adapt your practice or program under similar (rather than identical) circumstances.

Feedback

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact bestpractices@aia.org.

Key Terms

- Leadership
- Publications
- Article
- Best practice