

## Guidelines for Fastips Publication Preparation

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1. The purpose of the Fastips is to provide practical tips in a fast way. Fastips aim to be a small but useful piece of practical and quick advice. Fastips are designed to serve impact assessment (IA) professionals, may they be consultants, reviewers or other professionals dealing with different forms of IA. The Fastips series offer practical clarification on frequent asked questions and are particularly useful for a quick look when there is no time for investigating or reviewing others experiences or formal guidances. Fastips should help to improve best practice but are not meant to replace the IAIA principles series.
2. Professionals have little time to think and explore concepts, methods, ideas. Recognized IA expert professionals usually have good tips as practical suggestions based on their professional work. The Fastips series intend to take advantage of a wealth of best experiences to share it with young professionals or less experienced practitioners. Fastips is a form used by IAIA to facilitate learning processes by increasing connection between best experienced and less experienced professionals.
3. Fastips should focus on practical questions, emerging issues and concerns that can improve impact assessment practice, and aspects of impact assessment that are often overlooked in existing practice, as perceived in reviewed work. Fastips are to be updated every three to five years.
4. Fastips aim to encourage best practice in impact assessment, also increasing the outreach of IAIA as an international, best practice, organization.
5. To ensure we are sharing best practical experience, Fastips should be developed by recognized expert professionals in given themes identified by themselves (supply-driven) or by practitioners (demand-driven), and be subjected to peer-review by IAIA or other experts that this task Force will identify for the same purpose. The Fastips Task Force will determine which topics should be included in the overall list of topics. The Task Force will commission appropriate experts to provide Fastips on selected topics.
6. When published by IAIA, the Fastips will be attractively presented in a reasonable font size to make for easy reading. They will be published in a common format (in PDF) that contains contact information for IAIA. They should be a valuable resource to users, and they should also be a credit to IAIA. Excellence in intellectual quality as well as attractive appearance and professionalism are therefore important. The standard presentation of the Fastips will include issue description, basic concepts, ten most important things to know, case-example and further reading. The technical formatting rules will be common across all Fastips. IAIA HQ will do the desk-top publishing.
7. Each Fastips must fit on a maximum of 2 pages (at the IAIA specified font size).
8. Each Fastips will carry a standard caveat/disclaimer acknowledging the limitations of each Fastips. This will be included as part of the design features undertaken by IAIA HQ.
9. All individual Fastips are to be peer reviewed and will not be uploaded until approved by the Task Force. Where Fastips is aligned with a Section, the Task Force will also seek the Section's review and input. The Editorial Group will consider the extent to which the submitted Fastips conforms to the principles implied in this document.
10. The Task Force is very receptive to suggestions for topics that should be included in the Fastips series. These can be conveyed directly to the Task Force chair, or via the Chair of the IAIA Publications Committee, or via IAIA Headquarters.

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