



## IAC e-Newsletter Submission Guidelines

Thank you for your interest in submitting an article to the IAC e-Newsletter. Please read and follow the article and graphics guidelines before submitting an article for consideration. Articles must follow these guidelines to be considered for publication.

### Please include:

- Name of author (First Name, Last Name)
- Salutation (e.g., Prof., Dr., Ms., Mr.)
- Email address
- Article/Story **Title** (Maximum 100 characters)
- Article/Story **Text** (Minimum 500 words -- Maximum 800 words)
  - Write in a lively and engaging manner.
    - Do not use figure references or footnotes.
    - If a source should be referenced, do so in the body of the article parenthetically and if needed, in quotations.
  - Submit as Microsoft Word file (.doc or .docx).
    - Do not use advanced formatting, styles, or desktop publishing to produce your article.
    - Do not send articles in PDF format.

### Please note:

- Do not send drafts. Send the final, polished article.
  - Your article could be edited for clarity and length
  - You will be contacted directly should there be any issues with respect to your submission
- The e-Newsletter is not a journal. Do not send academic papers.
- The e-Newsletter does not publish press releases, product announcements, or advertisements disguised as articles.
  - For advertising in the e-Newsletter [see HERE](#).

### Graphics Guidelines

- A photo can be attached if you wish and can often increase engagement
  - images must be in JPEG, GIF, or PNG formats
- Please write a caption for each graphic
  - unless it is purely intended for design interest and doesn't require an explanation
- Please confirm that you have:
  - the consent of any persons featured in any photograph/s to use their image
    - without this, no images that feature people will be used
  - permission to use any graphics or photos that aren't your own creative work
    - identify the source

### Copyright and Permissions

- By submitting an article to IAC, the author agrees to take full responsibility for any publishing implications relating to their articles. Authors must be aware of how re-publishing rules, rights, and protocols impact their article.
- Respect the copyright of others online as scrupulously as you would in print.
- All submissions must accurately and completely credit their sources, including student material and online sources.
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