**Best Practices Article Requirements**

This document is meant to provide some guidance as you write and submit your article for the *Best Practices* newsletter and e-newsletter. All submissions can be made directly to Lisa Larson at lisal@comtech-serv.com.

**Overall Requirements**

- Submit your article as a Word document
- Include your title and company name, bio (3-4 sentences), email address, and web site address (if you have one)
- Send all graphics within the article as separate high-resolution JPEG or .tif files.
- Optional: Include an electronic picture of yourself in high-resolution JPEG or .tif format, 600 dpi (Note: There is no need for this to be a professional image).

**Our Audience**

The *Best Practices* publications provide the latest news in the information-development industry and reports on CIDM studies and member actions. Our publications feature articles about benchmarking activities and best practices, a calendar of coming events throughout the industry, book reviews, abstracts of journal articles of interest to information-development managers, tool reviews, and more.

**Suggested Topics**

Suggested topics include management related issues, team/project strategies or technical interests—project management, production, quality measurements, social media, metrics, team building, collaboration, transitional issues, virtual/global teams, and case studies.

**Graphic and Illustration Requirements**

- Send all graphics and illustrations as separate files
- All graphics should be in high-resolution JPEG (preferred) or .tif format at a 300 or 600 resolution
- Include a caption with all graphics and illustrations
- If permission must be granted to reprint a graphic or illustration, please request it from the copyright owner before submitting your article

**Table Requirements**

- Include a caption with all tables

**Reference and Citation Requirements**

- If you mention a book in your article, cite the publisher and year like this: (Wiley 1994)
- Include a reference for any book that you mention or quote in your article. A reference should be in the following format:
  
  *Content Management for Dynamic Web Delivery*
  JoAnn T. Hackos
  2002, New York, NY
  John Wiley & Sons
  ISBN: 0471085863

- Please cite page references for all quotes, for example: "quote…" (page 102)
**E-Newsletter Specifics**

**Requirements**
- Your article should be between 500 and 1,500 words
- Note that the e-newsletter is distributed to around 3,500 individuals

**Due Dates**
Articles are due by the 20th of each month in order to be considered for the following month’s e-newsletter—for instance, articles are due by July 20th to be considered for the August issue.

**A Sample Issue**

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**Printed Newsletter Specifics**

**Requirements**
- Your article should be between 1,500 and 3,000 words
- Include your title and company name, bio (3-4 sentences), email address, and web site address (if you have one)
- Send all graphics within the article as separate high-resolution JPEG or .tif files.
- Optional: Include an electronic picture of yourself in high-resolution JPEG or .tif format, 600 dpi (Note: There is no need for this to be a professional image).

**Due Dates**
We’re always looking for articles! Articles are due two months prior to our publish date, however there is no guarantee that your article will be published in the particular issue you’re submitting for:
- February issue – due in on December 1
- April issue – due in on February 1
- June issue – due in on April 1
- August issue – due in on June 1
- October issue – due in on August 1
- December issue – due in on October 1

**A Sample Issue**