EDITORIAL SPECIFICATIONS & FILE REQUIREMENTS

Preparing & Submitting Text Files

All editorial files submitted for publication must be prepared and presented according to the sizes, specifications and acceptable formats as stated in this document. It is the client/customer's responsibility to assure the accuracy of all material submitted for publication in regards to format, content and compliance with existing copyright, trademark and intellectual property laws. The publishers will not be responsible for, nor be held liable for any legal conflicts or claims regarding editorial materials, images, or copy content which is submitted for publication. It is also the client/customer's responsibility for all spelling, grammatical and style accuracy prior to submission. Should any submitted file be found to contain errors or incorrect information, the publisher may, at their discretion notify the client of any such discovery. Should the client desire to make any necessary corrections, they must do so at their discretion and expense, provided it meets our production schedule and deadline. If the client so requests, the publication will make any necessary corrections to already submitted materials at a separate billable rate of $75.00/hr.

Acceptable/Preferred File Formats

All articles submitted for publication MUST be in any of the following electronic file formats:

• **MS Word/WordPerfect (or any compatible word process application) –** Saved as .doc, .txt, or .rtf format. All text should be in default system fonts, *NO SPECIAL FONT FORMATTING*.

Graphics/Charts/Graphs/Artwork

Files containing embedded artwork *MUST INCLUDE A COPY OF THE ORIGINAL ARTWORK FILE!*
Acceptable graphics file formats: .TIF, .JPG, .EPS, .PDF, .PPT Raster files must be **–** Hi-res. (min 240 ppi) /All art & Font Layers Flattened/Color Mode:CMYK/ Sized to applicable file use dimensions
Note: Text files with embedded graphics without accompanying graphics files will NOT be accepted.

Spelling/Proofreading/Editing

All text files should be spell-checked and proofread for accuracy and errors and should be corrected **BEFORE** sending to us for submission.

Character Count/File Size

Current publication font size & format dictates that there are approximately 285 words per column.
To estimate how much space your article will occupy, find the WORD COUNT of your file and divide by 285 to find how many columns of text your article will fill. Remember to take into account any graphics the=at might be in your article and estimate accordingly.

Editorial File Submission

Final deadline for editorial file submission is March 24, 2017

For information or to submit editorial/article content please contact:

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