



## Connections Newsletter Submission Guidelines

Each month, ACT publishes the *Connections* Newsletter, which goes to 3,500+ ACT members and nonmember stakeholders who have subscribed. Articles featured in the newsletter may also be published on the ACT website.

Readers are interested in content that is useful, important, and relevant to their work in TDM. Readers want to hear and learn from their peers in the field and value the research and work of others. Submitting an article for publication is both a great service to the industry and an opportunity to raise an individual's presence within the organization.

We encourage all ACT members to submit articles for publication in the Newsletter (non-member submissions are not accepted) and have provided the following guidelines for successful submission.

### Publication Timeline

The Connections newsletter is generally sent out via email on the 4<sup>th</sup> Thursday of each month. While we accept submissions on a rolling basis, for your article to be considered for the next upcoming newsletter, you must submit it **two weeks prior to publication**.

ACT staff will review all submissions. Staff may send back articles to the author with edits or suggestions before approving for publication. Staff may also deny publication if content does not meet requirements described below. If denied publication, an author may rewrite their article and resubmit for consideration. Staff will make final determination on articles submitted and publication dates.

### Format

- Articles should be between 200-500 words
- Author should include a 25-50 word teaser for the article
- Please include a title
- Submit the article as an attachment in Word (.doc or .docx – no pdf) to [newsletter@actweb.org](mailto:newsletter@actweb.org)
- Include at least 2 images (jpg or png only) that can be used with the article.
  - o Images must be your own work—i.e. you took the photograph; freely licensed; public domain; and/or fair use.
  - o Please attach any images in the same email as your article submission
  - o One image should be horizontal, and one should be vertical
  - o Please also include a short caption for each image
  - o Send as many photos as you'd like
- If you include hyperlinks, note the text to be hyperlinked and write out the full URL within () – example “visit ACT’s [website](http://www.actweb.org) (www.actweb.org)”
- We will work with you via email to provide any edits and work out which photos will be included in the final article
- Please include your name, title, and organization in the body of your email. This information will be included in the footer of the article.



- Please make sure this is a final version of your article that has been signed off by all applicable persons or departments in your organization.

### Content

- Articles should present TDM in action, synopsis of research, challenges facing the industry, opportunities for TDM today and into the future, or similar topics.
- If you are unsure of a topic before writing, please contact Allison Caravella ([acaravella@actweb.org](mailto:acaravella@actweb.org), 202-792-5801 x 102) with questions. This is not a pre-approval for your submission, but you can see whether the topic would be appropriate before writing.
- ACT will not publish:
  - o Sales pitches
  - o Product announcements
  - o Self-promotion
  - o Press releases (you can submit a story based on your press release)
- Authors are responsible for crediting any used sources and respecting the copyright of others.
- Authors should not quote themselves in the article

### Rights

- ACT reserves the right to re-use published text and images in subsequent newsletters, social media, and on our website.
- Publication by ACT does not construe endorsement of any ideas, opinions, or positions by ACT.
- ACT reserves the right to edit submissions selected for publications, but a final draft will be sent to the submitter for final approval.