Guidelines for Submitting SMSA Spotlight Magazine Articles

Discretion of SMSA to Select Articles

SMSA reserves the right to select those article submissions that support the SMSA Mission, Vision and Goals and that serves the educational and informational intent of the SMSA Spotlight Magazine.

Submission of an article does not guarantee placement in the Spotlight Magazine.

Authors will be notified by SMSA of acceptance. SMSA reserves the right to edit articles, as appropriate, for readability and flow. Submitted articles that do not meet these criteria will be referred back to the author(s) for modification.

Article Content

Articles submitted shall be educationally and informationally oriented.

Articles shall not be of a derogatory nature toward any individual or organization.

Number of Words

Article submissions should not exceed the maximum number of words for:

- 1st Page Article – Should be a maximum of 350 words allowing for pictures and graphics. It is SMSA discretion to select articles for the 1st page.
- Full Page Article – Should be a maximum of 650 words allowing for pictures and graphics.
- It is understood that topics of a detailed nature may exceed the maximum number of words. These articles should be coordinated with the SMSA Office.

Pictures and Graphics

Pictures and graphics should be included with the article submission. Pictures and graphics draw the attention of the reader and place an added emphasis and value to the article.

- Include pictures, graphics or logos that support the article submission and are authorized for use, including permission to publish. This includes pictures of individuals. Through the article submission, SMSA is authorized to utilize the pictures, graphics or logos for use by SMSA.
- Pictures, graphics or logos should be high quality and be a minimum of 300 dpi for printing purposes.
- The preferred format of pictures, graphics or logos is Portable Network Graphics (.png). Other acceptable formats include .jpeg, .tif and gif.
- Logos and other graphics should have a transparent background if applicable. This does not include tables. The .png format is the best format for transparent backgrounds.
- Include a headshot picture of the author with the article submission.

Other Information to Include

- Full name of the author(s)
- Title(s) of the authors(s) , if applicable
- Organization name, if applicable
- Email address and/or phone number of the author(s)

All submissions will be forwarded to the SMSA Communications and Membership Committee for review and approval.

Thank you in advance for your consideration of these guidelines for SMSA Spotlight Magazine article submissions.