



# NBCSL LEGISLATOR

## MAGAZINE ARTICLE CRITERIA & SUBMISSION GUIDELINES

NBCSL greatly appreciates your interest in writing for the *Legislator*. We welcome and encourage unsolicited articles from membership so that we can highlight the work you do, as well as share your experiences and the benefit of your knowledge with fellow NBCSL members. The following are instructions on how to submit your articles for publication.

### Document Guidelines

1. An article submitted for the magazine must be an opinion piece that is ***focused on issues that have implications on a national level that have relevance to state legislators.***
2. Articles should be **no more than 1,000 words** in length (excluding title and author information).
3. **Articles must be submitted electronically in MS Word.**
4. Each article should have listed at the top of the document the following: **a) article title, b) name of author(s), and c) organization(s) of the author(s).**
5. **Please include a brief *bionote*** (i.e. 1-2 sentences describing who you are and the work you do) at the end of your submission, so that we can print it if your article is used.
6. **Keep a copy of your article on file.**

### Illustration Guidelines

1. All photos must be submitted electronically with at least a 300 dpi resolution.
2. Photos may be submitted in either **tif** or **jpeg** formats.
3. Charts and graphs must be submitted in excel format or in MS Word.

**NOTE: Please do not submit PDF files as they will not be used.**

### Article Submission Guidelines

1. All articles must be submitted to [news@nbcsl.org](mailto:news@nbcsl.org) in order to be reviewed.
2. Submission emails should include the author(s)' name, title, organization, address, and phone number.
3. **Articles must be submitted by 12:00 Midnight on each of the deadlines listed below in order to be eligible for review for the respective *Legislator* issues.**

#### Submission Deadlines\*

- **March 2010: Monday, February 1, 2010**
- **July 2010: Tuesday, June 1, 2010**
- **December 2010: Monday, October 25, 2010**

**NOTE: These deadlines are subject to change, so please check the Web site for the latest information.**

## Copyright & Terms

It is important to note that submission of an article to the *Legislator* indicates an agreement to the terms below:

1. The author hereby grants to NBCSL, the right to publish and re-publish the submitted material, in whole or in part, in any form of media now known or hereafter developed, and to also use it for promotional purposes at NBCSL's discretion.
2. NBCSL's rights herein granted include the right to edit, revise, abridge and/or condense the material, to reprint the material in the *Legislator* or on our Web site, to change the title as deemed necessary.
3. The author retains the full rights to the published project, photographs and/or artwork.
4. Author warrants that he/she is the sole author and owner of the material, that it does not infringe any existing copyright that it contains no libelous or unlawful matter and that the author has full power to grant the rights granted hereby.

## Review Procedures

The Legislator editorial team will review your article and respond *within 48 hours to confirm receipt*. At that time, you will be updated on the status of your article and whether or not it will be accepted for the magazine. While the editorial team will make every effort to include your article, please note that it will be up to the discretion of the team and NBCSL's executives to make the final decision. In addition, please note that all articles will be edited before inclusion, and that any charts and/or pictures submitted may be re-formatted for the magazine. You will be sent the final version of your article to review and approve before it is sent to the graphics team for layout.

Once the Legislator has been produced, you will be sent an electronic copy of the magazine in which your article has been published for your records.

Should you have any questions, please submit them to [news@nbcsl.org](mailto:news@nbcsl.org).