

### ARTICLE SUBMISSION GUIDELINES

**Feature Article:** 1000 words (3-5 main points)  
**Article:** 500 words (2-3 main points)

### HOW TO SUBMIT

Send your:

1. Word document
2. Photo worksheet and non-embedded images
3. Email:

**Committee Spotlight Articles:** Juel Lugo, LILT - lilt.lugo@gmail.com, 253.209.5112

**All Other Articles:** Leah LaCivita, MRSC - llacivita@mrsc.org, 206.625.1300x118

### ARTICLE SUGGESTIONS

These suggestions are to assist you in creating vibrant content for the magazine.

**1 Find a Relevant Topic:** Patrick Skillings, the Publications Committee Chair, is available to help generate ideas. **Patrick Skillings, [pskillings@skillings.com](mailto:pskillings@skillings.com), 360.280.4998**

- Solicit your committee/organization for ideas.
- Has there been media coverage of something in your area of expertise?
- Has something changed? governmental regulations? technology?
- Is there additional information from a presentation that you weren't able to cover?
- Does your committee get routinely asked the same things?
- Was special recognition awarded?
- Was there an event? (If so please include the date, location and individuals / organizations involved?)

**Other Factors to Consider:** When writing your article, keep in mind that readers want to know why they should care about your subject.

- What are the long term effects of my subject?
- How does this affect the Chapter as a whole? Is there a specific date?
- Why should a Chapter member take note of this subject?
- Are there any action items that Chapter members can get involved in?
- Who should interested Chapter Members contact for more information?

**2 Editing Assistance Is Provided:** Assistance with editing such as grammar and structure will be provided by the magazine editor. The Chapter can also assist with developing content if we get a first draft.

**3 Use Imagery:** While the magazine provides stock imagery, using your own photos for explaining for some topics is much more impactful.