

## Article Information

*Facts & Findings* issues are published bi-monthly and mailed (four issues are mailed; two are electronic) to members of NALA and other subscribers and interested parties, as well as distributed in limited numbers at certain NALA functions and to promote the association.

1. Requirements –
  - a. Format
    - i. Articles are preferred in digital format as e-mail attachments in Word Perfect, Microsoft Word, or Rich Text Format (RTF) documents. Supporting material such as charts and tables may be submitted in MS-Word, MS-Excel, or as PDF documents.
    - ii. We cannot use anything in PowerPoint for publication.
  - b. Length
    - i. Title-5 words or less
    - ii. Focus “feature articles” are 1200 words
    - iii. General articles – 1,000 words
  - c. Information needed from the author
    - i. Name as preferred for byline including credential
    - ii. Email address
    - iii. Phone number
    - iv. Brief biography – approximately 75-80 words
    - v. Publicity photo (professional photo preferred) provided as high-resolution (300 dpi) color JPEG two inches wide
    - vi. Mailing address where complimentary copies can be sent
  - d. Deadlines for submitting an article
    - i. January/February (digital issue) – October 1
    - ii. March/April – December 1
    - iii. May/June – February 1
    - iv. July/August (digital issue) – April 1
    - v. September/October – June 1
    - vi. November/December – August 1
2. Editing – It is important for authors to understand that NALA reserves the right to edit— heavily if necessary. Such editing is not undertaken lightly. Considerable effort goes into preserving the author’s “voice” during the editing process, and edited articles are returned to authors for review prior to publication to ensure that nothing has been misconstrued. The review process is not intended as an opportunity for authors to completely rewrite, but to correct any substantive errors in the original article or that may have been introduced during production editing.



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