

THE LEGISLATOR

A PUBLICATION OF THE NATIONAL BLACK CAUCUS OF STATE LEGISLATORS (NBCSL)

CRITERIA & SUBMISSION GUIDELINES

NBCSL appreciates your interest in writing for The Legislator. We welcome and encourage unsolicited articles from membership and national partners so that we can highlight the work you do for the benefit of NBCSL and its members.

Articles submitted **MUST**:

- Be an opinion piece that is focused on issues that have implications on a national level and have relevance to state legislators.
- Be no more than 1,000 words in length (excluding title and author information) and must contain all contact information including the author(s)' name, title, organization, address, and phone number.
- Be submitted electronically in MS Word to news@nbcsl.org in order to be reviewed.
- Include at the top of the document the following: a) article title, b) name of author(s), and c) organization(s) of the author(s).
- Include a brief bio note (i.e. 1-2 sentences describing who you are and the work you do) at the end of your submission, so that can be printed if your article is used.
- Must include graphics with a 300 dpi resolution if photos are to be used. Graphics must be in *tif* or *jpeg* formats and authors must have full rights to photos. Graphs and charts in Word format will also be accepted.

PLEASE NOTE: Corporate features will include the purchase of a company ad to be included in the same magazine as the article. Article and ad submission deadlines are the same.

REVIEW PROCEDURES

- The editorial team reviews all articles and will confirm receipt in 48 hours. Receipt notices will also contain the most current status on your article's submission.
- It is up to the discretion of the editorial team and the NBCSL's executive team to make all final article decisions.
- Before inclusion, all articles will be edited to improve clarity, flow, grammar, and consistency, as deemed necessary by the team. During the layout process, the graphics team may also re-format charts and pictures submitted for space and magazine context.
- The editorial team will send all final versions to authors to review and approve BEFORE final placement**.
- Once the Legislator has been produced, all authors will receive an electronic copy of the magazine.

****FOR AUTHORS AND ORGANIZATIONS THAT REQUIRE LEGAL REVIEW FOR PUBLISHED ARTICLES:** Due to the editing process, we recommend that authors and/or organizations submit articles for internal legal review AFTER a final edited is received from the NBCSL editorial staff. the final edited piece from NBCSL for approval.

COPYRIGHT & TERMS

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

- 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.
- 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 necessary.
- The author retains the full rights to the published project, photographs and/or artwork.
- 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.

2013 ARTICLE DEADLINES*

March Edition: **Friday, February 15** July Edition : **Friday, May 31** December Edition: **Friday, October 18**

**Deadlines are subject to change; please check the Web site for the latest information.*