

APC Newsletter Article Submission Guidelines

The following criteria for article submissions are as follows:

- The Editor reserves the right to appropriately edit submitted articles and to accept or reject any article submitted for *The APC Bulletin* newsletter
- Articles should be no more than 500 words in length. The Editor reserves the right to edit articles for length, clarity and conformance with selected style guides
- Articles should be written and formatted using Microsoft Word version 2010 or later (.doc or docx).
- The article should contain a title and list the full name and job position or title of the author(s)
- When possible, submitting a photo is preferred.
 - Do not embed photos, figures, and other graphics in the text of the submission
 - Include the names of each person appearing in the photo and obtain a photo release
 - Photos must be clear, clean, professional, and appropriate to the article
 - Photo file format: GIF, JPG, JPEG (preferable maximum file size 1 MB, Quality: Low Resolution 300 dpi)
- Footnotes and links to source materials are encouraged
- Edited articles are not routinely returned to authors for their review. However, members of the editorial team, or guest editors, may request additional information or review from authors when deemed necessary