

## Article Submission Guidelines for IFMA's FMJ Magazine

### Proposal of concept/abstract/pitch

Submit a written abstract or outline for your proposed article at least four months prior to the publication date of the issue in which you would like the piece to appear. You can review issue dates, deadlines and planned themes at [ifma.org/publications/fmj-magazine/editorial-calendar/](http://ifma.org/publications/fmj-magazine/editorial-calendar/)

Due to the number of pitches submitted on a weekly basis, please allow sufficient time to determine if your proposal will fit a specific issue and to ensure that the concept does not include information that will be covered in another planned article. Please wait a minimum of 10 business days before following up on an article proposal.

All final materials for approved articles are due approximately two months prior to publication. *For example, materials for articles to be published in the May/June issue must be received by March 1 (or closest business day).* We encourage you to submit materials prior to the deadline to allow adequate time if the submission is incomplete or requires revision.

### Drafting, format and submission

Once your article pitch has been approved in writing for a given issue, proceed to drafting the full piece. Submitted articles must be original bylined works that have not been published elsewhere (print or electronic). The FMJ does not publish articles that are advertorial (i.e., that promote a specific product, service or company); direct company references will be removed during editing.

Features in the magazine should take into account the facility management audience and engage readers by offering practical takeaways. The FMJ's readership is international, so articles should focus on globally applicable best practices and avoid a U.S.-centric perspective. Case studies are encouraged, although they must not be promotional.

Articles should:

- Explain how to accomplish something, such as writing a request for proposal or conducting a facility audit;
- Contain a comparison, case study and/or analysis;
- Apply operational statistics such as cost or energy management; or
- Define an application and explain best- and/or worst-case scenarios.

Always maintain a third-person objective perspective. Do not write in first or second person and do not quote yourself or a co-author in the article. Avoid jargon and do not describe hypothetical scenarios without providing context. When using acronyms, spell out the first use, followed by the acronym in parentheses.

Authors are responsible for the accuracy of endnotes, and all references and quotations must be checked against the original sources by the author before submission. Authors also are responsible for securing permission to use material quoted from copyrighted publications as well as tables and figures from other sources. By submitting editorial content to the FMJ, you verify that you have thoroughly fact checked the content, vouch for its accuracy and have the right to distribute the information contained therein. Plagiarized materials will not be accepted, and submission of plagiarized works will disqualify the submitter from future publication in IFMA's resources.

### **Article format and length**

Articles should be submitted in Microsoft Word format, be between 1,500-2,000 words and adequately address the topics presented. The FMJ adheres and will defer to AP style. Materials submitted to the FMJ will be edited thoroughly for style, substance and clarity and style. The editor reserves the discretion to select titles, artwork, layout and article placement.

### **Figures and photographs**

You are encouraged to include figures and photographs suggested to complement your article. Although we may not be able to use all submitted material, they are helpful in planning the artwork and layout.

### **Photograph specifications:**

- Images must be submitted in color.
- Only high-resolution (300 dpi) EPS or JPG image files will be accepted. It is imperative that photos are not embedded within Word files as this reduces the image quality; please send separate image files to be considered for use.
- Dimensions in the range of 7" x 5" are preferred for graphics (4" x 6" for headshots) — this typically means a minimum file size of 1 MB.
- When applicable, include a brief caption and/or photo attribution information.

### **Author biography and photo**

Articles must be accompanied by a high-resolution headshot and brief (two- to six-sentence) biography for each author. Articles with multiple authors will list authors in alphabetical order unless specifically requested in writing by the author team.

### **Publication**

In addition, FMJ will supply a link to the piece within the digital magazine for the author's use. Print copies are available for purchase — by clicking "order single-edition copies" at [www.ifma.org/fmj/subscribe](http://www.ifma.org/fmj/subscribe).

Articles published in the FMJ may be shared by the author(s) and/or an agent on behalf of the



author(s) upon publication, but must include attribution acknowledging the FMJ as the original source and indicating the issue in which the article appears. Third-party permission to reprint, reproduce or use the FMJ material may be granted on a case-by-case basis and must include attribution acknowledging the FMJ as the original source. This can be obtained by contacting the [editor](#).

### **Contact**

Direct questions, outlines, abstracts and materials for approved articles, as well as industry news, to Editor Bobby Vasquez at [bobby.vasquez@ifma.org](mailto:bobby.vasquez@ifma.org).

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## Article submission checklist

Ready to submit? Once your article pitch has been accepted, follow this checklist to ensure that you provide the required materials at time of submission.

### Required:

Final bylined article (1,500-2,000 words)

High-resolution author headshot(s) (minimum of 300 dpi)

Brief author bio(s) (two to six sentences about the *author*, **not** the company)

Signed release form

### Optional:

Any high-resolution images you'd like to suggest to accompany the piece, along with captions/credits if applicable

Suggestions for extra resources (videos, blog posts, podcasts, infographics, white papers, etc.) to accompany the article in the digital magazine (please provide links)

Send materials for approved articles to [bobby.vasquez@ifma.org](mailto:bobby.vasquez@ifma.org).