



2006 Guidelines for Submissions

Target Length: Target length of articles is **500-600 words** or less. Please use bullets and white space effectively.

Graphics: When including graphics with your article (such as a speaker's photo or a piece of clipart), be sure to send the original graphic file as an attachment to your e-mail in addition to placing it in your article document. If you send the graphic only within your article document, we cannot guarantee good quality results and may need to omit the graphic. Please do not use copyrighted images without permission.

Author Biography: Please provide a 1-2 sentence biography of yourself that gives our readers context for who you are and allows them to contact you if desired.

Sample 1: Sally Anyname is an Employee Development Specialist at Sundae Enterprises and is the previous editor and long-standing member of the Big Event Committee. Sally can be reached at sanyname@sundae.com.

Sample 2: Tom Noname helps businesses use critical thinking to outsmart the competition. He can be reached at www.noname.com or 402-555-9112.

Frequency

Limitations: You may publish in ASTD Link twice a year (excluding monthly columns, program announcements and advertising). At least one quarter should pass between submissions. Therefore, if you publish in Quarter 1, you may publish again in quarter 3 or 4. We do this to keep the newsletter from getting stale and one-sided with the same contributors over and over again.

Content

Limitations: We do not print submissions for free that are only a promotion for a learning session or product.

The Newsletter Director reserves the right to decline article submissions.

The monthly deadline for writing submissions and advertising is the 20th of the month previous to the month you want to be in print. For example, for the June issue, submissions are due May 20th.

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