



## **IIUSA Editorial Committee**

### **Submission Standards for Digital and Print Content**

*By submitting a proposal and/or committing to write content for any IIUSA publication, including the Regional Center Business Journal and the IIUSA blog, an author agrees to adhere to the following submission standards.*

*Please submit all proposal abstracts to IIUSA Director of Education & Professional Development, Ashley Sanislo Casey, at [ashley.casey@iiusa.org](mailto:ashley.casey@iiusa.org)*

**Proposal Abstract:** Author must submit in writing to the Editorial Committee (via the assigned staff liaison) a short abstract describing the topic about which he/she wishes to write. The abstract should be 1 to 2 paragraphs which identifies the topic, the author's perspective, and any conclusions the author may make in the article. The author should also identify from where he/she plans to gather any relevant data and/or if any data from IIUSA is required.

After review of the abstract, the Editorial Committee may agree to have the article written as described by the author, or the Editorial Committee may require some changes in the approach to the topic or the topic scope. It is the responsibility of the author to adhere to these changes as submitted by the Editorial Committee.

**Length:** Depending on the topic and scope, an article should be between 800 to 2,000 words. The Editorial Committee may cut down length or request additional content as needed.

**Self-Marketing:** The emphasis should be on content of value to the IIUSA membership and other readers. IIUSA desires to publish useful content that is not already easily accessible. Using IIUSA's blog or *Regional Center Business Journal* as a platform for self-marketing or promotion without content of value is strictly prohibited. The Editorial Committee may edit or omit any content it deems to be self-marketing.

**Case Studies:** The use of case studies is encouraged in order for the author to demonstrate a point or draw a conclusion. The Editorial Committee may generalize the identities in or about any case studies that are not public court cases, as deemed necessary. Also, generally, the Editorial Committee is not likely to approve for publication news of lawsuits that are in early phases of pleadings and no significant precedent decisions have been issued in the case.

**Citations:** Proper citation should be given to references to data, quotations or other information that is not original thought or perceived widely known information. The citations should be referenced in footnotes or endnotes.

**Draft Submission:** The author must submit a draft of his/her article by the date requested by the Editorial Committee, but no later than four (4) weeks prior to the “print date” for *Regional Center Business Journal* submissions as specified by IIUSA. Failure to submit a draft on time may result in a loss of placement in a print edition of the *Regional Center Business Journal*. Along with the draft, authors are required to provide IIUSA with a high-resolution headshot and verification of his/her preferred job title and company.

**Editorial Process:** After submission of a draft, a member of the Editorial Committee will be assigned to the article for review. The Editorial Committee member then will submit edits to the author, some of which may be suggested or discretionary, others which may be required. The editor may request a phone call to discuss the edits. It is the responsibility of the author to properly communicate with the editor during this process. Failure to do so may result in the article not being published.

**Final Submission:** After all edits for the editorial process are reconciled and both the author and the editor are satisfied, the author will submit the final draft to the Editorial Committee staff liaison for placement. This must be done by the date specified by the Editorial Committee, but no later than 2 weeks prior to the “print date” as specified by IIUSA if the article is for the *Regional Center Business Journal*. Failure to submit by this deadline may result in the article not being published.