ActionLine Writer's Guidelines

Query (Optional):
As an author, you may send an email query (article proposal) to an editor of ActionLine (see list of editors on the committee directory) if the article is not yet written.

Contents of query: title, author, summary of article, approximate length of article (i.e. usually between 1,000-3,000 words) and timing of submission. If you wish the article to be published in a particular issue (spring, summer, fall or winter), please state. Also include your contact information. The editor will contact you upon receipt to discuss the article.

Submitting Article: When submitting an article (whether or not a query was previously sent), include the following:

- Completed ActionLine Magazine Article Cover Sheet
- Title, author, city/state followed by text in double spaced 12 size font format.
- Start with an anecdotal quote or blurb to be used as a header (optional).
- Include a paragraph towards the beginning that summarizes the essence of the article (optional).
- Also add end notes, as necessary, to not impede the flow of the article with extraneous but important notations.
- Please attach headshot photo in jpg format, preferably in color and preferably over 1 MB, and bio limited to a 100 word count - or state whether or not you will be submitting both or either prior to the deadline. Submission is optional.

Staff Editing:

The article should be sent to the editor that solicited the article or if none, to the email address shown on the cover sheet. If It will be reviewed and corrected, as necessary, for punctuation, grammar and minor changes in syntax. It will be sent back to the author if corrections are required for content, flow or substantial changes in syntax. All articles are subject to approval by editorial staff as to content and placement. If the article is chosen to appear in an issue of ActionLine, the editor to whom you submitted the article will contact you with the specifics.

Submission/Closing Dates:

Spring 1/31
Summer 4/30
Fall 7/31
Winter 10/31

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