**Submissions Formatting Requirements**

Please note that all the textual elements of your submission:

- complete article
- figure captions
- literature list
- contact info (e-mail address please)
- author bio

must be combined into one Microsoft Word document. Please do not submit multiple files for each of these items. In addition, images (tables, charts, photographs, etc.) must not be embedded in the text document.

All images must be submitted separately, and details about how to do this appear below.

*If you are interested in submitting a C.E. article, please contact us for additional instructions before you make your submission.*

**Text Length**

Article lengths can vary greatly — from a mere 1,500 to 5,500 words — depending on the subject matter. Our approach is that if you need more or less words to do the topic justice, then please make the article as long or as short as necessary.

We can run an extra long article in multiple parts, but this is usually discussing a subject matter where each part can stand alone because it contains so much information. In addition, we do run multi-part series on various topics. In short, we do not want to limit you in terms of article length, so please use the word count above as a general guideline and if you have specific questions, please do not hesitate to contact us.

**Text Formatting**

Please use single spacing and do not put extra space between paragraphs. We also ask that you forego any special formatting beyond the use of italics and boldface, and make sure that all text is left justified.

If you would like to emphasize certain words within the text, please only use italics (do not use underlining or a larger font size). Boldface should be reserved for article headlines, headers and subheads please.

Please do not “center” text on the page, add special tab stops or use underlines in your text as all of this must be removed manually before layout. If you require a special layout, please let the word processing program you are using help you to do this formatting automatically rather than doing it manually.

If you need to make a list or add footnotes or endnotes, please let the word processing program do it for you automatically.

There are menus in every program that will help you apply all sorts of special formatting.

**Image Requirements**

Please number images consecutively by using a new number for each image. If it is imperative that certain images are grouped together, then use lowercase letters to designate the images in a group (i.e., Fig. 2a, Fig. 2b, Fig. 2c).

Insert figure references in your article wherever they are appropriate, whether that is in the middle or end of a sentence, but before the period rather than after. Our preference is to have figure references noted in the appropriate place within the text as it helps the readers to orient themselves when moving through the article. In addition, please note:

- We require images in TIF or JPEG format
- These images must be no smaller than 4 x 4 inches in size at 300 DPI
- Images should be 1 MB in size each

If you have an image that is greater than 1 MB, please do not bother “sizing it down” to meet our requirements, but send us the largest file size available. The larger the starting image is in terms of bytes, the more leeway the designer has in terms of resizing the image to fill up more space should there be room available.

Also, please remember that you should not embed the images into the body of the text document you submit. Images must be submitted separately from the textual submission.

You may submit images through a zipped file via email, unzipped individual files via email or post a CD containing your images directly to us (please contact us for the mailing address as this will depend upon where you will be mailing them from).

*Please do not forget to send us a head shot photo of yourself that also fits the image requirements noted above so that it can be printed along with your article.*

**Abstracts**

An abstract of your article is not required. However, if you choose to provide us with one, we will print it in a separate box.

**Contact Info**

At the end of every article is a contact info box with contact information along with a head shot of the author.

Please note at the end of your article the exact information you would like to appear in this box and format it according to the previously mentioned standards.

A short bio (50 words or less) may precede the contact info if you provide us with the necessary text.

**Questions? Comments?**

Please do not hesitate to contact us for our International C.E. Magazine Author Kit or if you have other questions/comments about the article submission process:

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