

GUIDELINES FOR IDA EDITORIAL SUBMISSIONS

The IDA bi-monthly publication, called *IDA Magazine*, is proud to feature unique articles, written by IDA members and others in the industry, concerning topics important to the door and access industry and related industries. Every year, each bi-monthly issue has a theme, which is carried out in the publication. Articles should be related to the monthly theme, but all submissions will be considered for the current issue or additional issues. Any questions about topics or editorial are welcome and we encourage authors to reach out to us directly for additional information via email at idamagazine@doors.org.

General Requirements. All editorial content should be submitted via email to idamagazine@doors.org. The article text must be delivered in Microsoft Word format, and the file name should follow the standard format <author last name _ issue month(s)_>. Images to be included with the article / editorial can be submitted to support the content. No reference to the images should be placed in the text. Image filenames should be <author last name _ issue month(s) _ image#>. Images should not be embedded within the text. Authors should submit a brief bio (70 words or less) and include a high resolutions headshot to be included with their article. Also, authors must have full ownership of all images provided and once submitted, will become property of IDA and *IDA Magazine*. **Submitting an article indicates your agreement to the *IDA Magazine* Editorial Guidelines.**

Submitted articles are evaluated on the follow criteria:

- Does the article relate to the appropriate issue's topic?
- Does the article inform, instruct, or entertain the audience?
- Does the article cover the basics: who, what, when, where, why and how?
- Is the article timely and does it cover a relevant topic(s)?
- Does the article have form/style appropriate to content/purpose?
- Does the article cite authority and sources, if appropriate?
- Does the article provide background and perspective?

See below for guidelines when considering writing for the magazine:

- IDA will not accept articles with the intent of promoting or selling any individual, company, event or specific product or offering.
- Please limit article word length to 2,000 words.
- Please submit all references in Chicago Style endnotes.

**Send your article submission and author biography to
idamagazine@doors.org**

IDA Magazine

POLICIES AND SUPPORTING MATERIALS

Ownership of Editorial. Articles submitted for publication become the property of the International Door Association (IDA). They may not be published or reproduced in whole or in part without the written permission of IDA.

Determination of Content. All advertising, features, articles, editorial, etc. will be reviewed by IDA and final determination of inclusion is solely up to IDA. All editorial content may be edited by IDA prior to inclusion and authors will have the ability to review for accuracy. All content submissions are edited for length and content with the intent to create a brief, accurate, timely, unbiased, and interesting publication. We apply these rules equitably and avoid the appearance of favoritism to any product or company. Our purpose is to educate, not promote. Please omit specific product and/or company mentions and only discuss innovations in terms of generic advances. IDA will not publish any content that appears to be advocating or opposing a specific product, event, company, or technology. When citing statistics, facts, reports, and sources please include a link for reader reference.

Permission to Reproduce Published Material. Permission to reproduce any material published by IDA must be obtained from the IDA Headquarters at idamagazine@doors.org.

Editors and Publisher Waiver of Responsibility. Statements and opinions expressed in the editorial are those of the authors and not necessarily that of the editors or publisher. The editors and publisher disclaim any responsibility or liability for published material.

SUBMISSION OF ARTICLES / EDITORIAL

All articles / editorial should be submitted via email to idamagazine@doors.org before or by EOD for the editorial due date listed on the editorial calendar.

IDA Magazine

PRESS RELEASES – TO BE INCLUDED IN IDA MAGAZINE

Has your company recently sent out a press release? You can send the following types of press releases to us for free publication in our magazine. Please send via email to idamagazine@doors.org. Acceptable submissions include:

Moving Up - Make sure your customers know when you have had personnel changes. Announce promotions, retirements, territory changes, etc. in this section. Readers want this information, and your employees will feel good about it as well.

Product News - This may be the most well-read section of the magazine and is available for your use at no charge. Announce new products, technical data, color changes and any other product information you would like to share. We happily accept your photos, charts, and graphs to enhance your announcement.

Industry News - Have you opened a new facility? Are you celebrating a company anniversary? Are you planning an Open House? Use the Industry News section to provide information that would be of general interest to the industry. Again, photos are welcomed.

IDA will publish submitted press release memorial items in the Industry News section, *when submitted within the parameters of the editorial guidelines*. IDA may include expanded content of individuals who have served on the IDA Board of Directors or those who have made an extraordinary impact of the door industry.

Literature News - If you have recently released new literature, including catalogs, brochures, product sheets or even launched a new web site, make sure those who need to know find out. When sending your announcement, be sure to include a sample of the literature and we will give the readers a glimpse.

Press Release Policy

IDA magazine does not publish press releases pertaining to the appointment of dealerships, distributorships, events or franchisees of product and/or service providers. The publication reserves the right to edit, publish, or refuse to publish press releases.

Press Release Requirements

All press releases must be submitted as a Microsoft Word document. Photos supplied should be high-resolution (not copied from a web page). Word count should be 100-200 max. IDA Magazine reserves the right to edit press releases to fit the magazine content.

CLASSIFIED ADS - FOR IDA MAGAZINE AND IDA WEBSITE

“Positions wanted”, “positions available”, and “miscellaneous for sale” ads (maximum 50 words) are billed at a rate of - IDA members \$100, non-members \$150 per issue.

Payment to be submitted with ad copy. Advertisements will be placed in the classified section of IDA Magazine and on the IDA website for the timeframe of the IDA Magazine issue. No prices



or references to specific hourly wages, annual salary or benefits allowed. Not to be used for product advertising. IDA and IDA Magazine and reserves the right to refuse any classified advertisement it deems inappropriate.

Please send via email to idamagazine@doors.org.