

TRUSTEE QUARTERLY

SUBMISSION GUIDELINES

T*rustee Quarterly*, the official publication of the Association of Community College Trustees, is designed to help more than 6,000 member two-year college trustees, presidents and other leaders govern their colleges more effectively. The magazine regularly covers such topics as public policy, governance, advocacy, leadership, CEO hiring and relations, ethics, finance, fundraising, legal issues and technology.

Trustee Quarterly is a news and educational magazine. Because the majority community college trustees are not professional academics, *Trustee Quarterly* is written for a lay audience of interested and intelligent readers, but it is not designed to be an academic journal; therefore, articles should be written in plain English with limited use of academic or professional jargon. The magazine follows Associated Press (AP) style and does not use footnotes or bibliographies. Each article runs with a small photo of the author and any other photographs, charts, graphs or artwork that will help illustrate the story. When available, we are particularly interested in featuring color photos that show trustees and presidents engaged with their students, communities, and public policymakers.

Articles for *Trustee Quarterly* should be no longer than 1,000 words and should cover news, trends and best practices at community colleges. Opinion articles should be no more than 500 words.

ACCT prefers that a short article pitch of one or two paragraphs detailing the nature of the proposed article, as well as its total word count, be e-mailed to the managing editor. Unsolicited manuscripts will be considered; however, authors should keep the magazine's primary audience—two-year college trustees—in mind. ACCT reserves the right to edit accepted manuscripts for voice, content and length. Stories and news items should be submitted by e-mail as Word documents (.doc, .docx) or text or rich text documents (.txt, .rtf). There is no need for special typefaces or design treatments since these must be stripped off before the magazine is laid out. Photos should be in color. Digital photos are preferred. All photos should be sent as JPEGs with a resolution of 300 dpi for best reproduction on glossy stock.

Send story ideas, manuscripts and all other items or questions to*:

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**Note: Emailed submissions are preferred; however, due to the high number of emails received by the managing editor, please send a follow-up message in 1-2 weeks if you have not received a response.*