



## ***Guidelines for Contributing Authors***

### ***Who is eligible?***

All Resort professionals are encouraged to submit articles for publication in The Resort Trades. Submissions will be reviewed by our editorial staff for content, relevance, and objectivity.

### ***Author Guidelines***

- 1** The Trades Publishing Company, Inc., retains the right to acceptance or rejection of any editorial submission.
- 2** The Trades Publishing Company, Inc., retains the right to edit any editorial submission for grammatical and typographical errors.
- 3** Editorial submissions should be editorial, not advertorial. Articles should be objective and encourage techniques and trends instead of publicizing commercially available products and services.
- 4** Length of manuscripts may range from 500-1250 words. If mailed, articles should be typewritten and double-spaced. Ideally, articles should be provided electronically, via e-mail ([resort@thetrades.com](mailto:resort@thetrades.com)) or on CD (in ASCII text, or MS Word, any PC version).
- 5** Submitted articles that require photography (i.e. - articles on design, renovation, or refurbishment) should have the photographs or digital images attached at time of submission. All digital images must be 300 dpi at actual size, and photographs should be 5" x 7" or larger, studio quality photos. There is a possibility a photo you submit with an article may appear on the front cover of the issue.
- 6** Individuals interested in submitting an article are encouraged to query the topic with the VP of Production or Director of Publications prior to submission. Outlines are welcome, but preliminary manuscript drafts other than final are discouraged.
- 7** Manuscript must be received by the fifteenth of the month two months preceding desired publication date to be considered for publication. Due to space limitations, publication of an article in a specifically requested month cannot be guaranteed.
- 8** The Resort Trades generally publishes only original manuscripts that have not been published in other mediums. However, previously printed articles will be considered.
- 9** If The Resort Trades Editorial staff determines that a manuscript does not meet publication standards, the staff reserves the right to decline the manuscript and return it to author with suggestions for resubmission.
- 10** Authors should include their name, company name, business title, address, and telephone number with their submission. Please include a maximum three sentence bio about the author and/or their company.

**CARRIE VANDEVER • *VP of Production***