

FACILITIES manager

Editorial Guidelines

Facilities Manager is published by APPA, the leading authority for the educational facilities professional. Published six times a year, *Facilities Manager* covers key trends and standards in facilities renewal and modernization, sustainability, campus operations, grounds maintenance, energy and utilities management, and much more.

Our Audience

APPA is the association of choice for 5,200 educational facilities professionals at more than 1,500 colleges, universities, and K-12 schools throughout the United States, Canada, and abroad. This includes top decision makers—vice presidents, chief engineers, directors, supervisors, and managers. They read *Facilities Manager* because it addresses the latest trends, issues, and solutions in educational facilities management.

Facilities Manager features...

- Recurring columns that provide the personal experiences and advice from the people behind the facilities operations.
- Detailed articles written by facilities professionals for facilities professionals, giving readers practical and big-picture perspectives on issues and challenges shared across the community.
- Industry news on current research findings and indicators; cutting-edge solutions, creative strategies, and products and services to inform and transform educational facilities management work.

Editorial Advice: *Facilities Manager* is the leading resource for facilities professionals seeking to build their careers, transform their institutions, and elevate the value and recognition of educational facilities in education. Readers are focused on enhancing, maintaining, and protecting the quality of their educational facilities.

We recommend articles that are comprehensive and encompass our total international membership base. To establish relevance, strive to write beyond

your perspective by providing specific institutional examples, diverse references, and quotes from qualified sources. We find current, innovative, and/or best-practice examples and information resonate best with our readership.

We do not accept articles that are promotional in nature to any specific product, company, or proprietary service.

Column Description Guide

We accept submissions for five of our columns:

- **Code Talkers:** Highlights the various codes, laws, and standards specific to educational facilities and explains the compliance issues and implications of enforcing these measures.
- **Membership Matters:** Explores the community benefits of leadership in educational facilities for professionals seeking to build their careers, transform their institutions, and elevate the value and recognition of facilities in education.
- **Knowledge Builders:** Examines findings and implications from CFaR, the FPI, and other research projects. Encourages increased participation in reporting data for the benefit of the facilities management field allowing professionals to utilize the information to facilitate their campus initiatives.
- **Facility Asset Management:** Covers the issues and challenges surrounding the management of a facilities department, including solutions for benchmarking performance measures, database and reporting systems, and professional and educational trends in facilities management.
- **Perspective:** Provides opinion and commentary on aspects of education administration, funding, and campus facilities management.

Submission Requirements

E-mail all submissions, as a Microsoft Word attachment, to Managing Editor Anita Dosik at

anita@appa.org. We do not accept hard copy submissions. Name all files in this format:

- Features: FM [author last name] issue date (e.g., FMGlaznerMay/June011)
- Column: FM [author last name] issue date (e.g., FMGlaznerMay/June08)

Press and Product Submissions: If you have an event or news item for the Facilities Digest (News) section or an industry product to announce for the New Products column, please send a detailed press release to the editorial office for consideration. This information will be used based on available space and relevance to our readership.

Editorial Review: The editorial staff ultimately decides the content of the publication and reserves the right to edit your submission for length; extraneous content; and/or product, service, or company pitches. While the publisher and printer will make every effort to correct low-quality photos and images, they are not responsible for the results of photos and images printed from low-resolution or poor quality submissions.

Style: Submitted articles should be double-spaced, aligned left, using Times New Roman 12-point font. Do not embed graphics in the Word file; instead send separate electronic image files (see Graphics & Images below). We encourage you to include subheads, bullets, and sidebar text suggestions in your text submissions. Please do not use headers or footers. We prefer that you cite references in the body of the text; however those with a long list of citations should provide a bibliography at the end of the article.

Facilities Manager uses the *Chicago Manual of Style (15th ed.)*. Our preferred style is streamlined and straightforward, with minimal jargon, and with all acronyms spelled out on the first reference. Articles should be written in active, rather than passive, voice.

Biography/Byline: In your article, please include the author name(s) as you want it to appear in print and include any professional titles (e.g., P.E., AIA, Ph.D.). Also include the author(s) title, institution/organization, and e-mail address.

Abstract: Please include a 100-word abstract and five keywords for your article to be included in the *Facilities Manager* archives, and the APPA Library.

Length: At the editor's discretion, articles may be edited for clarity and to accommodate space. Our advice: Comprehensive, yet concise articles result in light editing and the best material. The following are the length requirements for articles:

- Columns: 750-1,000 words
- Features: 1,500-2,500 words

Graphics & Images: *Facilities Manager* encourages the use of graphics and photographs to illustrate submissions. With photographs, we assume that the contributor owns the right to have the photograph reproduced. E-mail articles and images to anita@appa.org. Photos, graphics, and other images should be sent separately (not embedded into Word files). Please provide raw data for tables and charts, as opposed to graphics. Our designer will create an accurate and appealing table/chart using the data.

Photos and images should be sent as EPS, TIFF, JPEG, or PSD files (no less than 300 dpi). Color images must be in CMYK mode. Please include short caption suggestions or explanations in the article file to accompany all photographs and images.

Copyrights: *Facilities Manager* assumes that submissions are owned by the author. We do not accept articles that have been previously published or accepted for publication elsewhere, unless approved by the editorial staff. Authors will be sent a copyright agreement for APPA's non-exclusive rights to the submitted material. The agreement allows APPA to use the material freely in all media, but it does not restrict the right of the author(s) to use the material elsewhere.

Deadlines: *Facilities Manager* is a bimonthly magazine. The editorial staff schedules articles at least six weeks before the editorial deadline. Contact the editor for details.

2012 Editorial Calendar and Deadlines

January/February 2012 - Editorial Deadline: 12-3-12

Bonus Distribution – APPA Institute & Leadership Academy

- The Technology Issue

March/April 2012 - Editorial Deadline: 1/5/12

Bonus Distribution – Smart & Sustainable Campuses Conference

- Environmental Sustainability

May/June 2012 - Editorial Deadline: 3/1/12

- Finding, Training and Keeping Your Workforce

July/August 2012 - Editorial Deadline: 5/3/12

Bonus Distribution – APPA 2012 Conference (Denver, CO)

- Design and Construction – Does it Belong in FM?

September/October 2012 - Editorial Deadline: 7/5/12

Bonus Distribution – APPA Institute & Leadership Academy

- President Profile: Mary Vosevich
- 2012 Award for Excellence Winners
- 2012 Effective & Innovative Practices Awards
- Highlights from APPA 2012 Conference in Denver
- Thought Leaders 2012, Part 1

November/December 2012 - Editorial Deadline: 9/6/12

- Space Management and Utilization
- Thought Leaders 2012, Part 2

January/February 2013 - Editorial Deadline: 11/1/12

Bonus Distribution—APPA Institute & Leadership Academy

- Theme not yet determined

Deadlines are subject to change.

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