



## **ARIAS·U.S. Quarterly Article Submission Form**

### **SUBMISSION DEADLINE DATES:**

January 2, 2018 (First Quarter Issue)

April 1, 2018 (Second Quarter Issue)

July 1, 2018 (Third Quarter Issue)

October 1, 2018 (Fourth Quarter Issue)

Email all completed articles to Sara Meier at [smeier@arias-us.org](mailto:smeier@arias-us.org)

Please type your responses and ensure that all fields are complete before submitting the article. All questions concerning this process should be directed to [info@arias-us.org](mailto:info@arias-us.org). **Note:** If your article includes a co-author, please include their information as well.

### **MAIN AUTHOR INFORMATION**

Please complete the contact information for the main author submitter of this article. This person will be notified regarding the status of the submission.

<b>Full Name:</b>	
<b>Company:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Bio (2-3 sentences):</b>	Bios should be no more than two to three sentences in length and should address the author's qualifications to write the article. The bio should NOT list any and every job the author has held, college he/she has attended, or honor he/she has earned.
<b>Head Shot</b>	Preferably in jpeg or bitmap format

***\*Please submit the same information for additional authors***

## ARTICLE SUBMISSION

<b>Title of Article:</b>	The title should be no longer than 10 words. It should state the broad topic of the article, but NOT describe the article in detail.
<b>Subtitle:</b>	The subtitle should be one complete sentence or question. It should work together with the title to give the reader a more complete sense of the article's contents.
<b>Author(s):</b>	The byline should include the author's full name and any degrees, certificates, or licenses the author has earned that are relevant to his or her qualifications to write the article.
<b>Pull Quotes:</b>	Authors should select three or four sentences from the article to be used as callouts or pull quotes, which appear in large type in the margins. The purpose of pull quotes is to whet the reader's appetite and make him/her want to dig in and start reading.
<b>Article:</b>	<p>Text should be in 12 point Times New Roman (or comparable) type, single spaced, with a blank line between paragraphs. Sentences should be separated by a single space.</p> <p>Reference numbers within the text should be written in Arabic and formatted as superscripts.</p> <p>Subheads are assumed to be Level 1 subheads unless otherwise marked. Level 1 subheads appear in boldfaced red type in the Quarterly. They should contain no more than six words.</p> <p>Level 2 subheads are essentially subheads of subheads. They appear in black type in the Quarterly and in a smaller font. Like Level 1 subheads, they should contain no more than six words.</p>
<b>Current footnotes:</b>	Notes should be formatted as endnotes (NOT footnotes) and should be indented slightly. A period should be placed after each numeral.

### For ARIAS-U.S. Staff Use Only

- Draft article reviewed by editor
- Draft article reviewed by publications committee
- Draft article reviewed by MCI copy editor