

CAREER EDUCATION REVIEW GUIDELINES

Articles must be informational and not advertorial. Content should be original and accurate. Information that is not common knowledge or personal should be cited. Clearly credit facts and quotes to their source within the text and or at the end of your content.

Article submissions should be in Word and single-spaced. Each new paragraph should be tabbed.

If you are submitting images or figures with your article, they must be sent as separate files such as a jpeg or pdf and must be high resolution, 300 dpi.

Follow the format below:

BIO: Please include your bio (max 300 words), headshot and contact information in this section. Your headshot should be a high-resolution image and sent as a separate file (do not include it in the Word document).

Contact Information:

Name:

Title:

Organization:

Phone:

Email:

Website:

Social Media:

Short Summary: This should not be more than 2 sentences and will be used in the table of contents.

Title of Article: Titles should be concise.

Byline: This should be the author's name, title, and organization.

Body of article:

Should be single-spaced and each new paragraph should be tabbed.

Length of article: The article should be a minimum of 1,500 words and maximum of 4,000 words.

Footnote: If using footnotes make sure it is on the same page as the text it is referencing.

*If you have many footnotes it is better to list them as references due to formatting.

References: If you are using references they should be at the end of the article. Please tab the first line of each reference.

EDITORIAL/AD CALENDAR 2018

- Nov. Issue – Deadline Oct. 22
- Dec. Issue – Deadline Nov. 19

EDITORIAL/AD CALENDAR 2019

- Jan. Issue – Deadline Dec. 21
- Feb. Issue – Deadline Jan. 22
- March Issue – Deadline Feb. 26
- April Issue – Deadline March 26
- May Issue – Deadline April 23
- June Issue – Deadline May 21
- July Issue – Deadline June 25
- Aug. Issue – Deadline July 23
- Sept. Issue – Deadline Aug. 20
- Oct. Issue – Deadline Sept. 24
- Nov. Issue – Deadline Oct. 22
- Dec. Issue – Deadline Nov. 19