



## Guidelines for Submitting Articles for Publication in the *Michigan Township News*

**T**he official publication of the Michigan Townships Association, the *Michigan Township News (MTN)* is sent to more than 9,650 persons monthly (except for a combined January/February issue). This includes 6,542 township officials, along with hundreds of planning and zoning commission chairpersons, attorneys, state and federal officials, as well as member county elected officials, equalization directors and road commission chairpersons.

*MTA is unable to guarantee that any submitted article will be published. Submitted articles are reviewed by MTA staff, and, if the subject matter is of a technical nature, the manuscript may be sent to outside experts for evaluation. MTA makes the final decision for publication and reserves the right to edit for content, length and style.*

*All material submitted for publication should provide information on township issues that will be of assistance to Michigan township officials.*

### Content

Articles must be relevant to Michigan townships. While vendors and suppliers may submit relevant articles, MTA will not print promotional pieces that advocate a firm or company. However, MTA does accept display and classified advertising. Contact Communications Coordinator Jerri Smrcek at (517) 321-6467, or e-mail: [jerri@michigantownships.org](mailto:jerri@michigantownships.org) for more information.

MTA prefers to receive queries about possible articles in the form of a letter or e-mail that outlines the proposed subject, including the angle you will take and the sources you will interview. However, completed articles may also be considered. MTA will follow up with the party making the request, and inform them whether or not their article may be published in a future issue of *MTN*.

### Formatting

Articles to be considered for publication should be e-mailed as an attachment to the managing editor at [jenn@michigantownships.org](mailto:jenn@michigantownships.org); or sent on disk to: *Michigan Township News*, Attn. Jenn Fiedler, P.O. Box 80078, Lansing, MI 48908-0078. Articles should be submitted in MS Word, but WordPerfect or text is also acceptable. Please include a title, brief overview of the article, the author(s) name, a brief biographical statement about the author (including contact information), and a color digital photo (TIF or JPEG format), if available.

### Length

Word count can vary from a one-page special feature, approximately 800 words, to a five-page cover story, approximately 3,000 words. Sidebars for articles should be 200-450 words.

## Style

- The style of all articles submitted to the *Michigan Township News* should conform to the *Associated Press Style Book and Libel Manual*.
- Use plain English rather than jargon or unidentified technical terms.
- All acronyms should be written out in full the first time they are used, followed by the acronym in parentheses. For example: Michigan Townships Association (MTA)
- Use subheadings to introduce new sections of text.

## Artwork, Graphs & Charts

Graphs and charts should be submitted as digital files in a PC platform and accompanied by hard copy. All graphs and charts should have a caption that clarifies or adds to the information presented in the graph or chart.

## Photographs

Photographs are encouraged provided they add visual interest to the article. Unposed photographs that show action are preferred. An identifying caption should accompany each photograph. Please include any credit lines for approved use.

## Author(s) Recognition

Author(s) are granted a byline with the person's full name and professional certification, if applicable. Articles may be concluded with a brief biographical statement of the author's professional credentials and affiliations, and may include a photo and contact information.

## Copyright and Reprint Permission

Except in special exceptions, MTA retains copyright on articles. However, permission is often granted to reprint articles published in the *Michigan Township News* in other publications, or for reference, provided that the source and author are credited and MTA is notified in advance of the article being published.

Reprint permission requests should be sent in writing to: Debra McGuire, Editor, *Michigan Township News*, 512 Westshire Drive, Lansing, MI 48917; fax: (517) 321-8908, or e-mail: [debra@michigantownships.org](mailto:debra@michigantownships.org). Requests must include the following: (1) name of the article and issue of the *Michigan Township News* in which the article appeared; (2) whether the article is to be reprinted in its entirety or excerpted; (3) the publication in which the article is to be published, along with the publication date; and (4) the intended audience and purpose. Once permission is granted, MTA requests a complimentary copy of the publication in which the reprinted article appears.

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