



Guidelines for Submitting Articles for Publication in *Township Focus*

The official publication of the Michigan Townships Association, the *Township Focus* is sent to more than 9,500 persons each month (except for a combined January/February issue). This includes 6,500-plus township officials, along with hundreds of planning commission chairpersons, attorneys, state and federal lawmakers, 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, or its product/service. However, MTA does accept display and classified advertising. Contact Communications Coordinator Ashley Smith at (517) 321-6467, or email ashley@michigantownships.org for more information.

MTA prefers to receive queries about possible articles in the form of an email that outlines the proposed subject, including the angle you will take and the sources you will interview. Whenever possible, township examples from MTA-member townships are encouraged. 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 *Township Focus*.

The editor prefers query emails to jenn@michigantownships.org. Articles to be included may be scheduled six months to one year in advance of publication.

Formatting

Articles to be considered for publication should be emailed as an attachment to the editor at jenn@michigantownships.org. Articles should be submitted in MS Word, though WordPerfect is also acceptable. Please do not submit articles as a PDF file. Include a title, brief overview of the article, the author(s) name, a brief biographical statement about the author (including contact information), and a high-resolution (300 dpi) color digital photo of the author.

Length

Article word count can vary from a one-page special feature, approximately 600 words, to a six-page cover story, approximately 3,000 words. Sidebars for articles should be 200-450 words.

Style

- The style of all articles submitted to *Township Voice* 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.

Photographs

Photographs (color, high-resolution photos only) 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.

Artwork, Graphs & Charts

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

Author(s) Recognition

Author(s) are granted a byline with the person's full name, title and firm/organization, as well as contact information and a photo.

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Reprint permission requests should be sent in writing to: Editor, *Township Voice*, 512 Westshire Drive, Lansing, MI 48917; fax: (517) 321-8908, or email editor@mta-mi.org.

Requests must include the following: (1) name of the article and issue 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.