

Article Submission Guidelines for IFMA's FMJ Magazine

Proposal of concept/abstract/pitch

Submit a written abstract or outline for your proposed article at least four months prior to the publication date of the issue in which you would like the piece to appear. You can review issue dates, deadlines and planned themes at ifma.org/publications/fmj-magazine/editorial-calendar.

Due to the number of pitches submitted on a weekly basis, please allow sufficient time to determine if your proposal will fit a specific issue and to ensure that the concept does not include information that will be covered in another planned article. Please wait a minimum of 10 business days before following up on an article proposal.

All final materials for approved articles are due approximately two months prior to publication. See the magazine's editorial calendar for official deadlines. We encourage you to submit materials prior to the deadline to allow adequate time if the submission is incomplete or requires revision. Because space in the printed magazine is limited, we cannot and will not guarantee placement. Although we will make every effort to place accepted articles into the printed and online versions of the magazine, article acceptance does not guarantee publication.

Drafting, format and submission

Once your article pitch has been approved in writing for a given issue, proceed to drafting the full piece. Submitted articles must be original bylined works that have not been published elsewhere (print or electronic). IFMA's FMJ does not publish articles that are advertorial (i.e., that promote a specific product, service or company); direct company references to products and branding will be removed during editing.

Features in the magazine should focus on the facility management audience and engage readers by offering practical takeaways. Our readership is international, so articles should focus on globally applicable best practices and avoid a U.S.-centric perspective. Case studies are encouraged, although they must not be promotional.

Articles should:

- Explain how to accomplish something, such as writing a request for proposal or conducting a facility audit;
- Contain a comparison, case study and/or analysis;
- Apply operational statistics such as cost or energy management; or
- Define an application and explain best- and/or worst-case scenarios.

Always maintain a third-person objective perspective. Do not write in first or second person and do not quote yourself or a co-author in the article. Avoid jargon and do not describe hypothetical scenarios without providing context. When using acronyms, spell out the first use, followed by the acronym in parentheses.

Articles should not be self-aware. Avoid using phrases such as "this article will," "earlier in this article," or "in an earlier issue."

Authors are responsible for the accuracy of endnotes, and all references and quotations must be checked against the original sources by the author before submission. Authors also are responsible for securing permission to use material quoted from copyrighted publications as well as tables and figures from other sources. By submitting editorial content to IFMA's FMJ, you verify that you have thoroughly fact checked the content, vouch for its accuracy and have the right to distribute the information contained therein. Plagiarized materials will not be accepted, and submission of plagiarized works will disqualify the submitter from future publication in IFMA's resources.

Article format and length

Articles should be submitted in Microsoft Word format, be between 1,500-2,000 words and adequately address the topics presented. IFMA's FMJ adheres and will defer to AP style. Materials submitted to the FMJ will be edited thoroughly for style, substance and clarity. The editor reserves the discretion to select titles, artwork, layout and article placement. Because edits are made right up to the moment before publication, we cannot accommodate requests to view articles after they have been submitted.

Figures and images

You are encouraged to include unbranded figures and photographs suggested to complement your article. Although we may not be able to use all submitted material, they are helpful in planning the artwork and layout.

Specifications:

- Images must be submitted in color and free of logos and any other branding.
- Only high-resolution (300 dpi) EPS or JPG image files will be accepted.
- Do not embed images into the word document, as this reduces image quality.
- Dimensions in the range of 7" x 5" are preferred for graphics (4" x 6" for headshots) — this typically means a minimum file size of 1 MB.
- When applicable, include a brief caption and/or photo attribution information.

Author biography and photo

Articles must be accompanied by a high-resolution headshot and brief (two- to six-sentences) biography for each author. Articles with multiple authors will list authors in alphabetical order unless specifically requested in writing by the author team. Company information, branded content and contact information will not be accepted.

Publication

In addition, IFMA's FMJ will supply a link to the piece within the digital magazine for the author's use. Print copies are available for purchase — by clicking "order single-edition copies" at ifma.org/publications/fmj-magazine/subscribe/

Articles published in the magazine may be shared by the author(s) and/or an agent on behalf of the author(s) upon publication but must include attribution acknowledging IFMA's FMJ as the original source and indicating the issue in which the article appears. Third-party permission to reprint, reproduce or use IFMA's FMJ material may be granted on a case-by-case basis and must include attribution acknowledging the FMJ as the original source. This can be obtained by contacting the [editor](#).

Contact

Direct questions, outlines, abstracts and materials for approved articles, as well as industry news, to Editor Bobby Vasquez at bobby.vasquez@ifma.org.



Article submission checklist

Ready to submit? Once your article pitch has been accepted, follow this checklist to ensure that you provide the required materials at time of submission.

Required:

- Final bylined article (1,500-2,000 words)
- High-resolution author headshot(s) (minimum of 300 dpi)
- Brief author bio(s) (two to six sentences about the *author*, **not** the company)
- Signed release form (provided upon acceptance of article proposal)

Optional:

- Any high-resolution images you'd like to suggest to accompany the article, along with captions/credits if applicable
- Suggestions for extra resources (videos, blog posts, podcasts, infographics, white papers, etc.) to accompany the article in the digital magazine (please provide links). Please note that all material must not reside behind a paywall.

Send materials for approved articles to bobby.vasquez@ifma.org.