

The Volunteer Firefighter

Article Submission Guidelines:

1. ALL submissions must include the following:
 - Your name
 - Section it should be placed (i.e. your column, region, or if the article is a feature story)
 - Desired month or months of inclusion
 - Photos must have captions and photo credit information captions (images must be high resolution: 300 d.p.i. (dots per inch) or equivalent at least 4"x6" in size and if you are sending a quantity of 5 or more, please mail them on a c.d.) WE WILL NOT ACCEPT PHOTOS PRINTED ON STANDARD COPY PAPER, BLURRY, OR OUT-OF-FOCUS IMAGES.
2. If you are requesting an advertisement for a specific event or project that your committee is in charge of:
 - Please submit all approved information 45 days in advance so that ABC has time to design them. (i.e. Submit them by September 15th for inclusion in November's issue.)

NOTE:

Under certain circumstances we understand that a submission may be late such as an untimely topic, a late-breaking story, or for reasons outside of your control: Call or e-mail fire@abccreativegroup.com one week in advance and reserve approximate number of pages needed. For articles only.

3. Do not submit an incomplete article.
 - If you are still waiting on additional information revisions or details, please wait until you can fill in the blanks yourself and then forward the submission to ABC. Your article must be print ready when sent.
 - As a rule if you use 12 pt. type on a word document, the approximate amount of words per page in *The Volunteer Firefighter* is 750.

4. Email submissions must be received by the 5th of the month preceding the month it will run in. (i.e. for the September issue your submission must be received by August 5th)
 - ARTICLES SUBMITTED AFTER THE 5TH WILL NOT BE RUN UNTIL THE FOLLOWING MONTH. Faxes and mailed hard copies must be received by the 1st of the month.

5. Email all magazine submissions to fire@abccreativegroup.com.
 - **THIS IS THE ONLY ADDRESS THEY SHOULD BE SENT TO.** (If submissions are sent to any other address, confusion will result and your article may not be run.)
 - If you do not receive a confirmation email in return within three business days of submitting your article there is a possibility we did not receive it. Please contact the ABC office or check your e-mail address and re-send.

*Note that if you receive a confirmation, it does not guarantee that your article will run as is. It must first be reviewed by ABC staff and FASNY's Editorial Committee, and we will contact you with any questions or concerns. This e-mail is only a confirmation that we have received the submission.