

Editorial Guidelines

EDITORIAL MISSION

DOCUMENT is the source for hands-on strategies and solutions for managing print and electronic transactional documents. By making essential connections throughout the entire life cycle, we strive to deliver the most efficient, concrete and plan-based strategies possible that talk to all the decision makers in the document cycle.

AUDIENCE & CONTENT

The majority of DOCUMENT readership produces transactional documents (i.e., bills, statements, invoices) in high-volume environments (i.e., greater than 1 million documents a month). Content regularly addressed through all of our media outlets (bi-monthly print magazine, weekly updated website, bi-weekly newsletter and our annual event) spans across many different industries and covers the entire life cycle of the transactional document, including management; document regulations; ECM; forms management; production, printing and finishing; remittance; archival; capture and imaging; and retrieval. Most discussions are based in a formal, scholarly, high-level style, as the majority of our audience possesses a sophisticated understanding of the document life cycle and hold direct decision-making power.

SUBMISSION OF ARTICLES TO DOCUMENT MEDIA

Articles are primarily bylined by consultants, research analysts and document end users to uphold our editorial integrity and educational value for our audience. DOCUMENT Media highly encourages members of these three groups to submit article proposals and inquiries. All other submissions outside of these groups are accepted but are likely to undergo an intense review process. All media outlets follow a predetermined editorial calendar (though it is subject to change). Please download our editorial calendar [here](#)! All submissions in regard to this editorial calendar are most likely to be considered first (however, we also encourage creativity and innovation in all of your submissions). Please note: the Editor should receive all submissions for this editorial calendar 2 months prior to print date. DOCUMENT Media does not pay writers, as they are qualified document professionals and are most often required to publish in industry publications. This policy also ensures the third-party and objective nature of our editorial.

EXCLUSIVITY AND COPYRIGHT

All submissions must be original and unpublished work, not appearing in any other books, magazines, websites or other publications. Unoriginal or published articles will not be considered for any of DOCUMENT media outlets. The Editor will review all submissions. If your submission has been accepted for publication, you will be contacted for further instruction. Once the article has been published, the material is copyrighted by RB Publishing, Inc., publisher of DOCUMENT. All rights will be reserved, and nothing may be reproduced in whole or in part without written permission from the publisher.

REQUIREMENTS

- Length of article should fall between 1450-1500 words (print), 500-1000 words (web and newsletter) or as assigned
- All submissions should be titled and include the writer's bio (30-45 words) and contact information (i.e., email or website)
- All submission should be formatted using Arial font, 10 point, single spaced and include designation of subheads
- All articles should be complete with a brief (30-50 words) introduction of the submission's purpose statement, followed by a thought-out argument laid out in the body of the article and finished with a conclusion with key takeaways
- All articles should be in the third person (Please refrain from using I, you or we, with the exception of quotes)
- All acronyms must be spelled out in its first mention
- Please provide designation of proposed quotes or information to be pulled out
- All sourced material, via books, magazines, newspapers, TV broadcasts, surveys or research

studies, must be attributed within the text of the article (though no formal bibliography is necessary)

- All submissions should be fact checked by the author for accuracy of all information, including names of companies, products and cited information, as the author will be held responsible for any errors
- All graphics, charts or head shots must be 300 dpi (print) or 72 dpi (web) and should be in the JPEG or TIFF format
- All submissions must uphold our editorial mission, adhere to our objective, industry-wide perspective and avoid all promotions (blatant and subtle) of any products or services of any vendor or of oneself

THE EDITORIAL PROCESS

DOCUMENT media editors reserve the right to edit all submissions for word count and space allotted, readability, accuracy and adherence to our editorial mission and in-house style. When overwhelming changes are required, the editors will require a revision by the author, with a deadline predetermined by the in-house production schedule. All submissions with considerable revision will be sent to the author for final review, though the editors maintain the final revision rights. Authors' deadline for response will be determined by the editors and predetermined schedule, and DOCUMENT Media reserves the right to print the submission according to our standards if no response is given within the timeframe that is allotted.

SUBMISSION

All submissions should be done in electronic format, whether in full article format (Word) or an inquiry, to our Editor, Allison Lloyd, at Allison.l@rbpub.com. Please do not call in regard to your submission, as all selected writers will be directly contacted by our editor.