

# Human Services Today Article Submission Guidelines

**Please adhere to the following guidelines when submitting an article for publication:**

*Originality:* Articles submitted to *Human Services Today*, and must not have been previously published or submitted to any other publisher. Articles must be related to the field of Human Services.

*Promotion:* Articles must not be commercial or promotional with respect to any specific product or service. Any such references will be omitted or reworded in general terms. Doing so protects the legitimacy of your article in the eyes of our readership

*Length:* Our readers tell us they are more likely to read short, concise articles. We recommend a length of approximately 500-1,500 words, typed, single-spaced (*maybe have a footnoted reference list for copyright purposes which should be indicated by author*). Longer submissions will be returned with a request to edit down to our suggested word count or a request to split into two stand-alone articles.

*Formatting:* We prefer Microsoft Word documents, as it translates best for our graphic design software. Please do not send PDF files or files with embedded references. Our review committee only considers electronic submissions.

*Review Process:* An in-house editorial panel reviews all articles; In general, this process takes approximately two weeks following the submission deadline. You will receive notification by email as to whether the National Organization for Human Services is interested in publishing your article, and a general timeframe for publication.

*Article Destination:* If accepted, your article may appear in one of our publications, depending on reader relevance. Your article will appear in the digital version, and it will also appear in the online archives.

*Article Editing & Formatting for publication:* National Organization for Human Services formats articles for press and edit at our discretion for grammar, flow and readability. This can include changing a title to maximize reader engagement and/or accommodate space limitations. In addition, editors may perform sentence and/or paragraph edits for space. The author is contacted only when the editor has a question regarding the meaning of a particular passage, the accuracy of a statement is in question, or more information is required (missing references, etc.). Authors appreciate this attention to detail and our efforts to make the article as reader-friendly as possible.

*Credentials & Photo:* Please include verifiable contact and credential information (i.e., curriculum vitae and/or brief biography) with all submissions. We may include a short bio sketch & photograph of the author with each published article. Company affiliation as it relates to the article (one mention), and one method of contact (Web or e-mail address) are permissible. Reference to specific products, services or proprietary techniques is prohibited.

*Copyright:* If an article is accepted for publication, it will be copywritten for the National Organization for Human Services.

*Publishing Timeline:* National Organization for Human Services has the right to hold an article or differ to another publication date in which communication will be provided to the author. A newly accepted article may be or may not be immediately published if it does not address the current theme or relevant to Human Services, unless it is a current news item or is otherwise time-critical. We do not base placement of an article on any scheduled advertising; instances in which editorial content appears similar to an advertisement are strictly coincidental.