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## FMJ: Article Submission Guidelines for IFMA's Magazine

### Submitting an article

#### Proposal of concept

First, 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 [www.ifma.org/fmj/editorial-calendar](http://www.ifma.org/fmj/editorial-calendar). Due to the number of pitches submitted on a weekly basis, please allow the editor 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. For example, materials for articles to be published in the May/June issue must be received by March 1 (or closest business day). We encourage you to submit materials prior to the deadline to allow adequate time if the submission is incomplete or requires revision.

#### Drafting, format and submission

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

Features in the magazine should take into account the facility management audience and engage readers by offering practical takeaways. FMJ's 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.

Maintain a third-person objective perspective at all times. Do not write in first or second person and do not quote yourself or a co-author in the article.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.

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 this publication 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.



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### 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. Materials submitted to FMJ will be edited thoroughly for style, substance and clarity, and following the guidelines set by the Associated Press. The editor/publisher reserves the discretion to select titles, artwork and layout.

### Figures and photographs

You are encouraged to include figures and photographs suggested to complement your article. While the figures and/or photographs you submit may not be used, they are helpful in planning the artwork and layout.

Photograph specifications:

- Images must be submitted in color.
- Only high-resolution (300 dpi) EPS or JPG image files will be accepted. It is imperative that photos are not embedded within Word files as this reduces the image quality; please send separate image files to be considered for use.
- 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-sentence) biography for each author.

### Publication

A PDF of the final piece will be supplied to the person who coordinates the submission after publication and distribution of the issue. This will contain an attribution note indicating that the article was originally published in FMJ. In addition, FMJ will supply a link to the piece within the digital magazine for the author's use. Print copies are available for purchase — request an order form from the [editor](#) or click on "order single-edition copies" at [www.ifma.org/fmj/subscribe](http://www.ifma.org/fmj/subscribe).

Articles published in FMJ may be shared by the author(s) and/or an agent on behalf of the author(s) upon publication, but *must* include attribution acknowledging FMJ as the original source and indicating the issue in which the article appears. Third-party permission to reprint, reproduce or use FMJ material may be granted on a case-by-case basis and must include attribution acknowledging 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 and new product/service announcements, to Editor Bobby Vasquez at [bobby.vasquez@ifma.org](mailto:bobby.vasquez@ifma.org).

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## 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)
- Signed release form

### Optional:

- Any high-resolution images you'd like to suggest to accompany the piece, 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)

**Send materials for approved articles to [bobby.vasquez@ifma.org](mailto:bobby.vasquez@ifma.org).**



***By workplace professionals,  
for workplace professionals.***



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