



NAEP Educational Procurement Journal

AUTHOR GUIDELINES

Manuscript Submissions

The *Educational Procurement Journal* is the professional magazine of the National Association of Educational Procurement— NAEP. The Journal publishes articles by NAEP Members and nonmembers, as well. Authors may submit a completed manuscript or a draft or outline for consideration by the Editorial Board. Submit your idea to Editorial Board with a brief paragraph about your proposed article or an extended abstract. The Editors can then assess the topic and provide direction for developing it, based on the needs and interests of our readership. Full manuscripts should be keyed in double-line spaced MS Word format and submitted via an emailed attachment.

Email your correspondence to Editorial Board Chair Mike Chmielewski: mchmielewski@lsac.org

For additional information, please contact, Shane Boyle at NAEP: sboyle@naepnet.org

Phone: 443.543.5540.

Article Length

Feature articles: 800 and 1500 words. Length is flexible made based on subject matter.

Columns: 500 to 1000 words

Style

The author's full name, title, certifications, complete address, phone number, and email address should appear at the beginning of the article. Citations in the text should be fully referenced at the end of the manuscript. References should give full credit, including author's name, title, publication name, date, and publisher.

All manuscripts should be presented using a font size of 12 or 10 pt, double-line spaced with wide margins (one inch at least) and numbered pages.

Biographical Information and Photo

We require a brief biographical sketch (50-100 words), including the author's professional degrees/certifications, job title, and affiliations. A color head shot photo is required. Photo file must be high-resolution (minimum 300 dots per inch (dpi) for a 4" x 5" photo. We cannot use photos downloaded from a website as their resolution is only 72 dpi. Email photos in jpg format.

Technical Specifications

Do not embed graphs, bar charts and other graphic elements within the text. Rather, provide a high-resolution PDF in a separate file attachment, clearly marked with a figure number.

In the text, write the figure number where the graphic should appear. Write a title and caption for the figure. You may paste a copy of the figure into the text, but such graphics are not suitable to reproduction on the printing press. We need art files to be jpg or PDF files with a resolution of 300 dots per inch.

Complimentary Copies

Authors will receive two complimentary copies of the publication in which their contribution appears.

NAEP Letter from CEO to Author's Institution

Upon publication, a letter from NAEP's CEO will be sent, along with one copy of the Journal, to the author's supervisor, department head, and university chancellor or president, announcing that their staff member has published an article in this professional publication.

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CEU Points

Continuing Education Units may be obtained for qualifying articles. Contact Melanie Freeman at NAEB for details: mfreeman@naepnet.org

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