

# Contributor Guide

This brief guide provides instructions and guidelines for submitting content to IFMA's Knowledge Library.

## Submission Guidelines

**How to Send Us Your Content:** We accept submissions only via our online submission form: <https://knowledgelibrary.ifma.org/submit/>

**Content We Consider:** The Knowledge Library is looking for original, thought-provoking or educational materials and resources in the form of articles, benchmarks, case studies, guides, infographics, podcasts, research, slide decks, templates and downloadable resources, videos, and webinars.

**Content Formats:** All submissions must include a file and be in one of the following formats:

- .docx
- .mp3
- .png
- .m4v
- .pdf
- .pptx
- .jpg

**Response Time:** While we cannot respond to all submissions, we will notify you if your piece is accepted for publication.

### Content Requirements:

- All content published in the Knowledge Library **must align with one or more of IFMA's Core Competencies or popular FM topic.**
- All submissions should be non-fiction and non-advertorial.
- 12-point Arial font (excluding headings) preferred.

### Methods of attribution:

- A URL to the published piece will be provided upon acceptance.
- The submission may display the organization's logo, but in a manner that does not interrupt the reader or make the piece overly advertorial.
- Mention of a specific company/organization should appear at the end of the piece.

**Simultaneous Submissions:** We accept content that has or will be published elsewhere, but preference is given to previously unpublished content.

## Content Types

We accept submissions of the following content types. *Some content types may be unavailable for submission depending on what the library needs most at the time.*

- Articles
- Benchmarks
- Blog posts
- Case studies
- Infographics
- Podcasts
- Research reports
- Slide decks with notes
- Templates
- Videos/webinars
- White papers

## Content Review

**Once you've submitted your content for consideration, it goes through two rounds of reviews.** First, we conduct an editorial review to make sure the submission follows our submission guidelines, is well-written or produced and that it is appropriately cited and formatted.

Next, we review the piece based on the following criteria:

**Value:** The content is beneficial across the spectrum of FM students, professionals, affiliate professionals and the industry serving to support, advance and distinguish FM as a dynamic and specialized field.

**Relevance:** The content is relevant to FM students, professionals, and affiliate professionals of the FM industry, presented in a manner that is germane in terms of time and current FM events, trends and topics.

**Terms for Disqualification:** All content that infringes on an existing copyright or privacy agreement, is advertorial, or relies on outdated data will be disqualified.

**Focus:** The topic should be clearly identifiable. The content focus is on a specific topic related to one or more of IFMA's core competencies and how it relates to a specific aspect of the built environment.

**Application to the Profession:** The content provides workplace professionals with useful information that can be applied to daily work activities.

**Professional Qualifications:** The content providers' background, experience and professional knowledge indicate that he or she is well qualified to deliver information on the subject matter as seen in the content.

## Getting Approved

Depending on submission volumes and other factors, **the publication time may take anywhere from 4 to 10 weeks.** We will provide you with a link to your piece once it's published and encourage you to share via your social media and other online channels.

## Author and Copyright Licensing Agreement

Author grants to International Facility Management Association (IFMA) a royalty-free, perpetual, irrevocable worldwide license to use author's work ("*work*" includes any abstracts, work cited, blog post, podcast, videos, updates, derivative works, new editions, or other materials that are part of or compose the content) for any purpose in any medium that IFMA deems useful, whether such medium is in existence at the time this agreement is signed, or comes into existence after this agreement is signed. In addition to the Knowledge Library, IFMA may use author's content in current and future revenue generating endeavors.

Author represents and warrants that s/he is the sole author and sole proprietor of all rights in and to all portions of the aforementioned work; that the work is original and not in the public domain; that it has not been previously published; that it does not violate or infringe on any personal or property rights of others, whether common law or statutory; that it contains nothing libelous or otherwise contrary to law; and that s/he has full power to enter into this agreement.

Author also represents and warrants that the work contains no material from other works protected by copyright that has been used without the written consent of the copyright owner, and that s/he has provided (or is simultaneously providing) IFMA with copies of all such written consents required by this sentence.

Author agrees to defend, indemnify, and hold harmless IFMA's officers, directors, employees, agents, and representatives against any claims brought by third parties against IFMA which arise out of Author's breach of this agreement, including, but not limited to, all costs of the proceeding, reasonable attorney's fees and damages arising from any infringement or alleged infringement of any proprietary rights, including copyrights, committed by Author in his/her works.

Nothing in the author's content, shall disparage or denigrate any person or group based on race, sex, religion, age, national origin, ethnicity, sexual orientation, disability, or marital status; and shall not disparage or defame the name, goods, services, or products of others.

By submitting content for consideration for publication in IFMA's Knowledge Library or Websites, I agree to these terms and consider this a formal, binding agreement or contract.