

# Content Contributor Guide

This guide provides instructions for submitting content to IFMA's Knowledge Library for publication.

## Submission Guidelines

**How to Send Us Your Content:** We accept submissions only via our online submission form: <https://airtable.com/shrXIUwca1MVaZhYS>.

**Content Types We Consider:** You may submit content for the following content types: articles, benchmarks, case studies, podcasts, presentations, research, templates and downloadable resources, videos, and webinars.

**Content Formats:** All submissions must be in one of the following formats: **.doc, .docx, .pdf, .mp3, .mov, or .m4v.**

**Timing:** Content may be submitted to us at any time throughout the year.

**Response Time:** While we can't 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 11 Core Competencies.**
- All submissions should be non-fiction and non-advertorial.
- 12-point Arial font (excluding headings) preferred.

## Methods of attribution:

- A backlink will be provided from the content piece in the Knowledge Library to the content provider's website or blog upon request.
- The author may place his/her organization's logo on the content in a manner that does not interrupt or confuse the reader.
- Any mention of a specific company/organization should appear at the end of each content piece.

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Submissions:** We accept content that has or will be published elsewhere, but preference is given to previously unpublished content.

## Content Formats

We accept submissions of the following content types:

- 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 adheres to 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 in nature or relies on outdated data will be disqualified from consideration.

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

**Application to the Profession:** The content provides the workplace professional with useful information that can be applied during 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.

## 2023 Editorial Calendar

	Knowledge Library	IFMA's FMJ Magazine (bi-monthly)
<b>January</b>	Operations & Maintenance	FM 101
<b>February</b>	Finance & Business	
<b>March</b>	Sustainability	Sustainability
<b>April</b>	Government Relations & Advocacy	
<b>May</b>	Emergency Planning	Risk Management & Health and Safety
<b>June</b>	Performance & Quality	
<b>July</b>	Technology	Technology
<b>August</b>	Project Management	
<b>September</b>	Leadership & Strategy	We are FM
<b>October</b>	Communications	
<b>November</b>	Real Estate & Property Management	Real Estate & Management + Occupancy
<b>December</b>	Human Factors & Workplace	

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Nothing in the author's content, shall disparage or denigrate any person or group on the basis of 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 entering my name on this form, I intend to sign this document, to be bound by it, and to treat it as any other formal, binding agreement or contract:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_