

# Editorial Submission Policy for mbot magazine

**mbot** invites editorial submissions for consideration. Articles should focus specifically on business issues, trends and information related to and affecting Mississauga's business community. Please refer to the editorial calendar for specific feature topics in each issue. All articles are accepted on a non-remunerative basis.

## **Editorial Submission Policy:**

- Articles should not be advertorial in nature or content. Please direct advertorial inquiries to Bahaar Sachdeva: bsachdeva@mbot.com or 905-273-6151 ext. 230.
- Preferred word count is under 400 words.
- Submissions are not guaranteed for print and are subject to MBOT editing. Authors of pieces selected for publication will be contacted.
- Authors are responsible for securing any necessary authorizations for their articles including lengthy quotations.
- Accompanying images are welcome. Appropriate permissions or credit information for all images must be obtained prior to submission. Images should be high-resolution (300 dpi or higher). Please provide names of individuals in photo/photo caption.
- Submissions that are not used are kept on file for consideration in future issues.
- Please include all bibliographical source information with your article.
- Reprints are welcome. Please include information on when and where the article was first published.
- Please adhere to deadlines as outlined in the editorial calendar or contact the MBOT office.

**Submitting content:** Submissions must be delivered electronically (via e-mail):

- Text files - sent in Microsoft Word or Notepad format.
- Image files - sent as high-resolution, full colour images in JPEG and/or EPS formats (300 dpi or higher).

## **Reprint Policy:**

No part of mbot may be reproduced or copied in parts or as a whole, without prior written permission of Mississauga Board of Trade.

**PDF Requests:** Electronic copies of an article that was published in mbot are available upon request.

## **All submissions *must* include:**

- Full name of contributor, title, company, phone and e-mail contact information
- Byline Information (if different from above): Full name, title, company, phone and e-mail contact information.
- Any necessary source information that needs to be credited

*It is understood that by sending in your submission you have read and understood MBOT's submission policy.*