



2018 Editorial Topics & Guidelines*

Month	Topic/Theme	Deadline
January	Labor/Employment/Personnel	11/8/17
February	Emerging Issues & Trends	12/8/17
March	Municipal Legal Issues	1/12/18
April	Recreation/Tourism/Outdoors/Environment	2/9/18
May	Community Issues	3/9/18
June	Public Safety/Emergency Preparedness	4/6/18
July	Budget & Finance	5/11/18
August	Leadership & Governance/Conference Recap	6/6/18
September	Community & Economic Development/Revitalization	7/6/18
October	Advocacy & Communication	8/3/18
November	Infrastructure, Roads, & Bridges	9/7/18
December	Technology in Government	10/5/18

*Subject to change at Editor's discretion. Please note that although there is a general theme or topic for each month, each issue features columns on transportation, environment, labor and employment, technology, community development, and a national perspective. To ensure timely publication, deadlines are firm.

The following are the editorial guidelines for contributors to *Borough News*. The *Borough News* is a publication of the Pennsylvania State Association of Boroughs, which is a non-profit, non-partisan association. **Due to the high volume of requests for submission, you must contact the Editor to ensure an article isn't already being written, or hasn't been published in a recent edition. The editor reserves the right to accept or deny any submissions.** Contact Leslie Suhr, Managing Editor, at lsuhr@boroughs.org or 800-232-7722, Ext. 1049.

Exclusive Use of Material

Authors agree not to publish the same or substantially similar material with another magazine for three months following publication in the *Borough News*, unless otherwise agreed to. We are not currently a paying market for editorial content or photos, unless otherwise agreed. However, we provide byline credit, which includes your name, title, and business. A website, email, and business description can be included at the end of the article.

Length

Priority is for the word count of the article to adequately address its content. However, an article should be no less than 700 words and no more than 1,300. The author is responsible for fact-checking. Breaking an article into a main piece and/or sidebar is encouraged.

Editing & Style

All material will be edited by *Borough News* staff to conform to the magazine's style and format. Articles should not appear to promote a company, product, or service, unless otherwise agreed to. Content must be educational and informative.

Photographs & Images

Accompanying photographs, charts, and graphs are encouraged. Please provide photo credit and/or a caption when applicable. Image files should be submitted electronically and must be saved as a JPG or TIFF that are at least 300 dpi.

Editorial Prerogative & Disclaimer

The editor reserves the right to exercise editorial judgment. Editing will be for style, organization, and length. If the editor feels that substantial editing is necessary, the author will be contacted to discuss changes. Views expressed in articles that appear in Borough News are of the author. Publication of articles does not reflect any direct or implied endorsement of the author's views. Advertisements contained in this magazine do not reflect endorsement of any product or service by Borough News or the Pennsylvania State Association of Boroughs. Contracting for advertisements, business partnerships, or other services will not influence editorial decisions.