

# WSBA *Article Submission Guidelines*

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Thank you for your interest in submitting an article for use by the Women's Small Business Association™

**Please note:** We only accept submissions from the original author.

By submitting material, you acknowledge that you are legally entitled to distribute the work and to allow it to be redistributed. We do not pay for articles, and do not accept articles that are functionally advertisements.

Submitted articles may be published in WSBA newsletters, marketing communications and on any WSBA websites. We also distribute content to other outlets. By submitting an article to us, you agree to let us use the article not only in WSBA proprietary materials but any place content from WSBA is used. You retain the copyright of your work and are free to reuse it in any way you want.

**All submissions may be edited for style and length by the WSBA. Any submissions that do not adhere to the submission guidelines may be rejected at the sole discretion of WSBA.**

## GUIDELINES

All article submissions must be in English. Before submitting any content, be sure it has been thoroughly copy edited and all spelling and grammar errors have been corrected. The article should be formatted according to the following:

- Font should be 12 point Arial, Times New Roman or Helvetica; normal, bold and italic text may be used for emphasis
- Title
- Body
- Author's name, author's business name and URL if applicable, author's email address or phone number and a brief (30 words or less) author bio

Articles must be submitted as .rtf, .pdf, or .doc files; .rtf is preferred. If submitting from a Mac computer, please include the three-letter file extension in the file name of your article. Do not include spaces in the file name. Use letters, numbers and underscores only.

Do not include any images with your submission.

We do not guarantee that your submission will be used in WSBA materials or distributed to other sources. While every effort will be made to ensure proper and complete author attribution in all assets, WSBA cannot be held responsible for any omissions.

Please direct submission questions to Jenni Dangel, WSBA Marketing Director: [jenni@indivisionstudios.com](mailto:jenni@indivisionstudios.com)

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