

## *Campus Dining Today* Submission Guidelines

Thank you for submitting to *Campus Dining Today*. If you have any questions or need further clarification, please email Eve Greenberg, membership assistant, or Mary Wardell, NACUFS communications manager, at [news@NACUFS.org](mailto:news@NACUFS.org). For the current editorial calendar, visit [NACUFS.org/CampusDiningToday](http://NACUFS.org/CampusDiningToday).

### **Proposal Submission:**

Email your article abstract to [news@NACUFS.org](mailto:news@NACUFS.org) following these guidelines. A member of the editorial staff will follow up to let you know whether your proposal has been accepted.

1. Word count: Approximately 150 words.
2. Format: Please submit your proposal in the body of an email or as a Word document.
3. Description: Clearly describe your proposed topic and explain how it aligns with the theme of the magazine.
4. Authorship preference: Please specify whether you plan to submit a finished article or if you request NACUFS to write an article based on your proposal. Editorial staff are able to write a limited number of articles with review and signoff from the participating member.

### **Article Submission:**

Following these guidelines, email your finished article to [news@NACUFS.org](mailto:news@NACUFS.org).

- Page allotment: Follow the word count specified within your proposal acceptance.
- Document format: Submit the article as a Word document using standard 11- or 12-point font.
- Byline credit: Include the name of the author, their title, and the department/institution as it should appear in the magazine.

### **Photo Submission:**

Photos are a great addition to your article. Please follow these guidelines for the most efficient process. Photos are selected at the discretion of NACUFS editors; submission does not guarantee publication.

- Submit large, print-quality, high-resolution photos.
- Send photos separately as an email attachment or file share, not within the body of a Word/PDF document.
- Include photographer credit where applicable, including name and affiliated company/institution.
- Photo descriptions:
  - Either with the article or as a separate file, submit brief descriptions for each photo.
  - Include the names of individuals where there are three (3) or fewer people pictured.
  - If submitting a large assortment of photos, you may request the editor follow up for descriptions of the final selected photos.
- Submit two to five photos, or up to 20. Editors will select based on space and design needs.
- For efficient sharing, consider using Google Drive, Dropbox, or another file-sharing platform for large numbers of photos.
- If emailing, send 1-2 photos at a time for best deliverability.