

# South Riding

## Magazine Article Submission Guidelines

### General Article Criteria

- Submission must be original with a maximum of 500 words.
- All topics must be about South Riding or an organization based in South Riding, or be of specific interest to South Riding Proprietary residents.
- Submissions that promote a specific product, service or business will not be accepted. For information on advertising in the SR Magazine contact Town Hall.
- Political articles may only be submitted by elected officials.
- Please confirm all information is current before submission, including facts, spellings of names, locations, dates, websites, phone numbers, etc.
- Include your name and contact information.
- Please submit a short 2-3 sentence bio and a small headshot which will appear at the end of the article.



**Kristi Felouzis**, is the General Manager of South Riding Proprietary since 2022. She carries the professional designations of Professional Community Association Manager (PCAM), Certified Manager of Community Association (CMCA) and Association Management Specialist (AMS).

### Acceptance for Publication

- Submissions will be published at the discretion of the editor.
- SRP holds the right to edit any articles submitted for publication.
- Articles must be submitted as print ready for publication, no press releases.
- Submissions not adhering to the guidelines will not be published.
- You must have written permission for any photos & artwork submitted or they must be copyright free.

### Deadlines

- Article deadline is the 20<sup>th</sup> of the month; approximately 6 weeks prior to issue date.
- Articles may not be published if space is not available, however, they will be held for future publication.