

Article Submission Guidelines

Please adhere to the following guidelines when submitting an article for publication:

WE DO NOT OFFER ANY MONETARY COMPENSATION FOR ARTICLES. IF YOU SUBMIT AN ARTICLE, YOU ARE AGREEING THAT YOU WILL RECEIVE NO PAYMENT OR COMPENSATION. WE ARE UNABLE TO RETURN ARTICLES SUBMITTED TO US.

Originality: Articles submitted to DCY~Opp Magazine must be written exclusively for *Detroit City Youth Opportunities Magazine*, and must not have been previously **published** or **submitted to any other publisher**.

Promotion: Articles must not be commercial or promotional with respect to any specific product or service. Any such references will be omitted or reworded in general terms. Doing so protects the legitimacy of your article in the eyes of our readership. See *credentials* section for company affiliation stipulations.

Length: Readers are more likely to read short, concise articles. We recommend a length of approximately 500-1,500 words, typed, single-spaced (excluding reference list). Longer submissions will be returned with a request to edit down to our suggested word count or a request to split into two stand-alone articles.

Formatting: **We prefer Microsoft Word documents.** Please do not send PDF files or files with embedded references. We will only consider electronic submissions.

Credentials: Please include verifiable contact and credential information (i.e., resumé and/or brief biography) and a high-resolution color headshot, if available with all submissions. We will include a short bio sketch of “first time” authors. Reference to specific products, services or proprietary techniques is prohibited.

Review Process: An in-house editorial panel reviews all articles; occasionally, an article may be sent to an outside reviewer for additional input. In general, this process takes approximately six weeks. You will receive notification by email as to whether DCY~Opp Magazine is interested in publishing your article, and a general timeframe for publication.

Article Destination: If accepted, your article may appear in one or more of our publications, depending on reader relevance. We often publish articles in multiple publications depending on topic. If your article appears in print, it will also appear in the digital version of the issue and in our online archives. Your article also may appear in the digital version only as a digital exclusive; if so designated, it will also appear in the online archives, and a note in the print edition will announce its presence in the digital edition and highlight it as exclusive digital content.

Article Editing & Formatting: DCY~Opp Magazine formats articles for press using *The Associated Press Stylebook* and an in-house style guide, and edit at our discretion for grammar, flow and readability. This can include changing a title to maximize reader engagement and/or

accommodate space limitations. In addition, editors may perform sentence and/or paragraph edits for space. The author is contacted only when the editor has a question regarding the meaning of a particular passage, the accuracy of a statement is in question, or more information is required (missing references, etc.). Authors appreciate this attention to detail and our efforts to make the article as reader-friendly as possible.

Copyright: If an article is accepted for publication, an "Assignment of Copyright" form must be signed and returned before we can publish your work. This form ensures that you have not published your work elsewhere and that if it is published subsequently in any non-DCY~Opp Magazine format, it must include acknowledgement of the DCY~Opp Magazine publication in which it originally appeared. This also allows DCY~Opp Magazine to protect you from those who would attempt to reprint your article without permission. Note: A single signed copyright covers all articles submitted to DCY~Opp Magazine.

Publishing Timeline: DCY~Opp Magazine maintains an archive file of accepted articles. A newly accepted article may not immediately be published, unless it is a news item or is otherwise time-critical. We do not base placement of an article on any scheduled advertising; instances in which editorial content appears similar to an advertisement are strictly coincidental.

For submission deadlines by publication, please visit the website at www.dcyoppmagazine.com.

Before submitting an article, please contact vpdcyoppmagazine@gmail.com

