



IVAACast Contributor Guidelines

Revised 4 August 2009

ARTICLE SUBMISSION OVERVIEW

Thank you for your interest in writing for *IVAACast*, the official online magazine of the International Virtual Assistants Association™ with a circulation of over 11,000. We do not guarantee acceptance or publishing of unsolicited articles. Please submit a query first, providing a synopsis of your article along with a brief bio and 2-3 writing samples.

Please Note: **We only accept original submissions from the original authors.** We do not publish reprints from existing journals. You must possess full rights to your work (without restriction) in order to be published in *IVAACast*.

By submitting material, you acknowledge that you are legally entitled to distribute the work. We do not pay for articles and do not accept articles that primarily serve as advertisements for products or services. Please look at past issues of our publication to get a feel for the type of articles we print. Upon article acceptance, you are permitted to include a brief (50-word max) author bio to use at the end of your article (information follows).

We do not distribute content to other sites but we do grant reprint permissions. Our authors, however, grant *IVAACast* first print rights and retain the full copyright to their work and at all times are free to reuse it any way they wish 30 days after their article(s) have been published (e.g., article publishes on January 15; authors may reuse articles in any way they wish on and after February 15).

ARTICLE GUIDELINES

IVAACast's purpose is to educate and inform. We are interested in seeing well-written features, how-to articles, book reviews, interviews, tips and hints, instructions, motivational articles, and other pieces that will help our audience gain knowledge aimed at helping them succeed in their careers.

Feature articles can be up to 1,200 words and non-feature articles should be under 1,000 words. For articles over 500 words, we may opt (at our discretion) to serialize, depending on the subject matter and actual length of the article.

Author bios must be 50 words or less and may include: full name, company name, length of time in business, company URL, contact e-mail, and brief list of services.

Among the broad subject areas we cover are: administrative assistance; client-VA relationships; networking; advertising; marketing; direct selling; bookkeeping; legal and accounting issues; project management; productivity; medical billing and transcription; writing, editing and publishing; using computer technology in a virtual assistance practice; and related topics.



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ARTICLE QUERY GUIDELINES

Please send us your idea including a planned story angle and the main points of what you plan to cover. Within 2 weeks of the date of your e-mailed query, we will let you know whether or not we are interested in seeing your full article. Please note that we reserve the right to not publish articles if the final article does not meet our quality standards. We also reserve the right to edit your article for length and clarity.

Article queries for a specific issue must be received no later than the first of the month preceding that issue (e.g., queries for the July issue must be received by June 1). To submit a query or inquire about submitting content to IVAACast, please send an e-mail to ivaacast@ivaa.org.

EDITORIAL CALENDAR

To see the most up-to-date editorial calendar, including issue themes, please visit us online at <http://www.ivaacast.org>.

Issue	Queries Due	Articles Due	Date Published
JAN	December 1	December 26	January 15
FEB	January 1	January 26	February 15
MAR	February 1	February 26	March 15
APR	March 1	March 26	April 15
MAY	April 1	April 26	May 15
JUN	May 1	May 26	June 15
JUL/AUG	June 1	June 26	July 15
SEP	August 1	August 26	September 15
OCT	September 1	September 26	October 15
NOV/DEC	October 1	October 26	November 15

Publisher

The International Virtual Assistants Association™
561 Keystone Avenue, Suite 309
Reno, Nevada (USA) 89503
(877) 440-2750
(877) 259-2487 – fax
E-mail: info@ivaa.org

Director & Managing Editor

Melanie O’Kane
ivaacast@ivaa.org

Associate Editor

Kimberly Grass

IVAACast Online

<http://www.ivaacast.org>

IVAACast on Twitter

<http://twitter.com/ivaacast>