

Article Submission Guidelines

As your industry's trade publications, ELEVATOR WORLD, ELEVATOR WORLD India, ELEVATOR WORLD Turkey and ELEVATOR WORLD Middle East rely on industry members to provide us with news, events, technical updates and featured projects. There's no need to be a writer - share your knowledge, insight, interesting work experiences and exciting projects, and we'll work with you to make sure the article is polished for publication.

Contact us: Phone or email Managing Editor Angela C. Baldwin at (251) 479-4514, ext. 30, angie@elevatorworld.com or editorial@elevatorworld.com.

News/Article Ideas

- Interesting installations (new or modernized)
- Awards and recognition
- Field solutions to unique problems
- Group or company events
- New design or application methods
- Retirements and promotions
- Elevator industry-community involvement

Column Issue/Feature Topics

The venues for reader voices include myriad columns for a unique perspective. For example, Readers Platform is appropriate for sharing an opinion on escalator safety. The preferred section in which an expert could explain elevator codes, however, would be Codes & Standards. To showcase a project your company is proud of that, for instance, included custom safety features would fall under Project Spotlight. We will assist you in determining the proper category for your article from the following:

- Accessibility
- APMs
- Associations
- Codes & Standards
- Company Spotlight
- Continuing Education
- Education
- Engineering
- Environmental Issues
- Events
- Field Safety
- History
- Industry Dialogue
- Industry Profile
- Inspection
- Last Glance
- Legal Issues
- Maintenance
- Management
- Market Trends
- Modernization
- Natural Disasters

- On Camera
- Product Spotlight
- Project Spotlight
- Public Safety
- Readers Platform
- Reviews
- Technology

Every issue of EW contains editorial material in the following departments:

- Calendar
- Editor's Overview
- History
- International News
- Last Glance
- Product Spotlight
- U.S. News

Every issue of EW India, EW Middle East and EW Turkey contain editorial material in the following departments:

- Editor's Overview
- Calendar
- Inside India News (EWI only)
- Product Spotlight
- Regional News/International News

Submission Guidelines

- There is no word count, though we can help you gauge what would work best for your topic (i.e., approximately 2,000-2,500 words for a technical article; 750-1,000 words for a Readers Platform; and 750-1,500 for a Project Spotlight are typical) We will help you polish the article. For most articles, it is important to remember to explain who, what, where, when, how and why.
- Photos and other graphics add to any article. Please submit them digitally in a high resolution (at least 300 dpi). Clearly label the photos with a caption/cutline, especially if there are names involved.
- We can arrange for interviews via phone or e-mail.
- Provide brief (a few sentences of) biographical information of the author of an article along with a high-resolution head-and-shoulders photo, if available.

Submission Deadlines

We work 45 days ahead of our publication date (i.e., June's deadline is April 15 and July's deadline is May 15). You can call a staff member or look on our website (www.elevatorworld.com) for the yearly Editorial Calendars for more information. Our deadlines allow us time to work together to process, proof and produce a finished product.

We hope you take advantage of the opportunity to address the concerns of our industry in the coming issues of EW, EW India, EW Turkey and EW Middle East.

EW Continuing-Education Article Submission Guidelines

ELEVATOR WORLD's continuing-education articles will, as a minimum, including the following:

- **Length:** The awarding of continuing-education contact hours is based on the number of words in an article, taking into consideration how long it will take a student to master the respective continuing-education material, in accordance with the following article-based guidelines:
 - One Contact Hour:** Articles must include between 3,000 and 6,000 words, and at least five learning objectives, five learning-reinforcement questions and 10 assessment (examination) questions.
 - Two Contact Hours:** Articles must include between 6,001 and 9,000 words, and at least 10 learning objectives, 10 learning-reinforcement questions and 15 assessment (examination) questions.
 - Three Contact Hours:** Articles must include at least 9,001 words, and at least 15 learning objectives, 15 learning-reinforcement questions and 20 assessment (examination) questions.
- **Authorship:** Each article will be written by a qualified industry author(s). Education and field experience will be taken into consideration. A short bio of the author should be included. The author must be willing to submit an e-mail address and answer technical questions about the article if necessary.
- **Content:** Only articles directly related to elevator-industry procedures, codes or safety of an educational nature associated with the CET, CAT or QEI programs may be accepted. Self-improvement, motivational, management, supervision courses, train-the-trainer, teaching methods or programs that are primarily advertisements or sales promotions in nature will not be accepted for this section.
- **Accessibility:** Articles that are run in the magazine are archived and available online for as long as they are relevant.
- **Additional material:** Spanning educational articles may be used, which include two or more articles. In this instance, the combined articles must meet the specified word range, learning-reinforcement questions and assessment questions for the amount of contact hours awarded. (Example: In order to give one continuing-education credit for two articles, the combined word count must be between 3,000 and 6,000 words, and the article must have at least five learning objectives and 10 learning-reinforcement questions.)
- **Resources:** In some instances, the continuing-education program may refer the learner to another instructional source or book as supporting material. This material will not be included in the word count of the continuing-education article.
- **Contact EW:** Send your article as a Word document with graphics of high resolution, preferably in jpg. format, to e-mail: editorial@elevatorworld.com.