

Submissions of original articles or query letters (describe in detail a proposed submission) should be sent to [editor@asbonewyork.org](mailto:editor@asbonewyork.org) for review. If necessary, ASBO will contact individuals to discuss proposed submissions, and such discussion does not imply future publications of the article. ASBO will notify individuals within 30 days of receipt if their submission is accepted.

News tips, press releases, or other items of interest to school business professionals, including references to items on the internet, in newspapers or in other media, can be e-mailed to the editor.

All submissions must include by-line and contact information (name of the author, title, employer, address, phone, fax, and email address). A 3-4 line biography of the author is encouraged. All submissions must include documented references as needed, preferable in American Psychological Association (APA) style. ASBO assumes that all content submitted is the original work of the author.

An article submitted will be posted on the ASBO website. By submitting an article, the author gives ASBO the permission to post this information to the ASBO website in a manner the editor determines will provide the most benefit to ASBO members.

Submissions should be emailed to [editor@asbonewyork.org](mailto:editor@asbonewyork.org). Articles should be no more than 750-1000 words, preferably sent as a .doc file. Images, including photos, graphs, or charts may accompany submitted articles and should be placed for reference purposes only within the word document. Please send images in their original format, as high quality tiff, PDF, jpeg, or EPS files.

ASBO uses the following criteria for evaluating potential content:

**Relevancy.** Content should be valuable to school business professionals.

**Accuracy.** Content should be factually correct and verifiable.

**Tone.** Content should be balanced and convey understanding and support for the reader. It should not be overly derogatory of any person or group, nor should it inappropriately or forcefully attempt to push an agenda, product, or service. Information sharing should remain the foremost objective in all content.

**Style.** Content should be clear, concise, easy to understand, and logically consistent.

ASBO will edit accepted content to conform with space limitations and for spelling, grammar, style, and usage.

### Editorial Calendar

Summer - Due June 1

Fall - Due September 1

Winter - Due December 1

Spring - Due March 1