

MACUHO Magazine Article Guidelines

The MACUHO Magazine is an official quarterly publication that is dedicated to helping our members share their experiences and become published professionals in our field. It is intended to serve as a resource for processes, professional development, and to build engagement throughout the region.

The MACUHO Magazine can receive content in a few formats:

1. Feature Articles: These articles focus on current events, hot topics, or best practices. These are generally 1000 to 2500 words.
2. Column Articles: These articles are centered on a common theme or topic. If you have an interest in becoming a columnist, we would ask that you commit to submitting four articles throughout the year around your topic, and that we work on your column theme together first. Columns are generally 500 to 750 words.
3. Committee, Regional Updates, Leadership Council Updates: These articles are about past or upcoming events or initiatives connected to MACUHO. These are 500-750 words.

Submission Guidelines:

- Accepted File Format: Microsoft Word
- Information to Include (Featured Above Your Article):
 - Article Title
 - Author Name
 - Pronouns
 - Professional Title
 - Institution
 - MACUHO Role (if desired)
 - Contact Information (if desired)
- Graphics: High-Resolution Headshot, Applicable Images/Photos (Please include the photo credit information if applicable.)

How to Submit an Article:

- The MACUHO Magazine accepts articles on a rolling basis through membership and individual solicitation throughout the region.
 - Due to the time required for editing and formatting the magazine, if you already know what you want to write, we suggest submitting an article 2-3 months before the topic would be immediately relevant. Example: A piece on navigating a job placement conference should be submitted by December/January.
 - If you are unsure of what to write, or would like your submission to be reviewed as a rough draft, please contact our committee.
- Please email all submitted articles, with headshots and photos included, to magazine@macuho.org.
 - We prefer to receive the supporting documents and the article together in one email.

Questions? Please email magazine@macuho.org.