

## EDITORIAL SUBMISSION GUIDELINES



### SCOPE/FIELD OF INTEREST

*MoldMaking Technology* magazine provides solutions and strategies to moldmaking professionals charged with designing, building and repairing molds.

### SECTIONS

**Feature Articles** should be technical, how-to and/or tip-oriented in nature with respect to current moldmaking equipment, services, technology, strategies and trends. They should always include timely, informative, analytical material supported by sufficient data, if applicable. Articles should not be blatant promotion for a particular company, service or product, although company case studies that detail a product/service/technology success or failure are acceptable. However, please check with the editor on the availability of this format before proceeding.

The editorial department cannot guarantee the publication of any articles received, but does offer its expertise to help authors improve their material, increasing their chances for publication. All article submissions must complete both our internal and Editorial Advisory Board\* review process, which could take up to three weeks with the possibility of several re-writes. This is to ensure the best possible editorial for our readership as well as the best representation of your company and its products and services. Please adhere to these guidelines and our article submission deadlines to ensure a speedy and more efficient review process.

The use of photographs, charts, graphs and illustrations is encouraged, as it will help visually enhance the article once published.

The article process is as follows:

1. Article concept is submitted by interested party and reviewed, or author and editor discuss article topic possibilities.
2. Outline or brief abstract of the agreed upon topic idea is submitted to show intended focus and format (what will be covered and how it will be covered).
3. Once concept is finalized a targeted issue is chosen and the final submission deadline is given.
4. Rough draft is submitted when available.
5. Redirects and suggested rewrites are shared with the author by the editor after an internal review as well as an Editorial Advisory Board Member\* technical review. Between the two parties, this process may take several drafts before completion.
6. The final draft is submitted with any images and captions by targeted deadline.
7. Once approved, any minor final editing is done by the staff editor.
8. If requested, we will send you a copy of the final version.

Manuscripts should be submitted via e-mail to the appropriate editor, along with any images and captions (see photo submission guidelines below). Article length is 800 to 1,500 words, plus a few visuals (images, figures, charts, sidebars, etc.).

Be sure to include any citations, the author's name and bio, company name, address, phone and fax numbers, and email address.

\*The Editorial Advisory Board of *MMT* is made up of authorities with expertise within their respective business, industry, technology and profession. Their role is to advise on timely issues, trends, advances in the field, offer editorial thought and direction, review and comment on specific articles, and generally act as a sounding board and a conscience for the publication. Their contributions to the magazine's quality and integrity are invaluable; however, all final decisions on content remain with the publisher and its professional editors. For further explanation on policies and procedures, please refer to our Article Submission Guidelines and Deadlines or contact the editorial staff.

***Product/News/Literature Releases.*** Readers may submit objective product introductions, company/product brochure descriptions, news items, industry events, training program information and company/employee happenings for publication in our magazine and/or on our website when and where appropriate. *Word count: 100-250.*

## **EDITING & EXCLUSIVITY**

*MoldMaking Technology* will edit any editorial submissions for content and to conform to our style guide. Contributed feature articles must be exclusive to *MMT* magazine and must not have been published previously in another publication. Authors may be asked to sign a copyright release or to assign in writing one-time rights to *MMT* magazine. Prior to submission, make sure that the appropriate company approvals are received. Article ideas can then be discussed with the editor and an abstract or outline will follow.

## **IMAGES**

Images should be in .jpg or .tif file formats, with minimum resolution of 300 dpi at a minimum size of 4 × 5 inches. Photographs are also acceptable. All photographic materials must be clear, sharp, in-focus and properly exposed. Captions should be provided for each photograph, and each photograph should be identified.

## **COMPRESSED (.ZIP) FILES**

Please note that we cannot accept .zip files via email. If you need to submit a .zip file, use the file uploader on our publisher's website available at [files.gardnerweb.com](http://files.gardnerweb.com).

## **DEADLINES**

Editorial deadlines are two months in advance of the issue date. Contact our editors about six months in advance with story ideas so that we may begin the process of planning the story.

## **CONTACTS**

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