

Newsletter/Web Contributions – Submission Guidelines

General

Topics should be related to project management and/or women in business; avoid the temptation to promote your company's product or service. Maybe you've recently attended a seminar, training class, exhibit or other event, or perhaps read a book or article, or discovered an interesting website. Maybe you use your PM skills in non-traditional (non-business oriented) or creative ways. Or maybe your employer supports project management above and beyond the basics and you'd like to give them credit.

Our editorial staff review all submissions and advise you as to if/when it will be published, and subsequently edit it with care as needed.

Submission Schedule

WiPM Newsletter - is published Quarterly—April, August, December. Articles should be submitted to the WiPM Communications Team no later than –March 1, July 1, November 1.

WiPM Website - is updated monthly; articles, announcements, links, calendar items, etc., can be submitted anytime.

Byline

With your article, please submit a brief (approx. 50 words) bio of yourself and your experience as it relates to the topic of the article. Include your name/company/geographic location/(email address is optional); particulars about the topic if it was an event (title, date, location, sponsor, etc.). The author/submitter must be a member of PMI/Women in PM SIG in good standing.

Length and Style

Writing for the web, or electronic versions of newsletters, is a little different than writing for print. Online, people are more likely to 'scan' pages for words and phrases that catch their eye. Wordy, or excessively long articles will lose the reader's attention. Keep these tips in mind when preparing an article for submission:

- Maximum 400 words (short)
- MS Word document for text, with minimal formatting
- Photos/other graphics should be small; photos should be in *jpeg* format
- Use active verbs (avoid the verbs "to be" and "to have")
- Avoid using terms like "this article will cover..." or "Here is a list of ..."
- Use short sentences (generally no more than 20 words), short paragraphs
- Use bulleted or numbered lists or sub-headings
- Use bold or italics to highlight key points
- Use links/urls if appropriate to refer readers to further details
- Paint vivid descriptions
- Be personal (as appropriate) and tell stories to make a point
- Try to start every sentence with a different word
- Try to start every paragraph with a different word
- Try not to use the same words in consecutive sentences and paragraphs