

KEYNOTES

CONTRIBUTOR GUIDELINES

Thank you for your interest in submitting an article to *Keynotes* magazine, the official publication of ALOA. If you have any questions about these contributor guidelines, please contact madison/miles media, publisher, at info@madisonmilesmedia.com.

ARTICLE AND IMAGE SUBMISSION

- Send your article as a Word document.
- Provide detailed photo captions (text that describes the photo) for each image submitted, as well as any image credits (if necessary).
- *Please do not write the photo caption on top of the actual photo.* The captions should be part of the Word document.
- Artwork must be 300 dpi or higher. JPEG or TIFF files are preferred.
- Please submit a headshot and brief bio (a few sentences) with your article.
- Upload your article and images to: <http://dropbox.yousendit.com/ALOA-SAVTA>
 - Enter your e-mail address in the “Your Email” field.
 - In the “Subject (optional)” field, enter the article title and your name.
 - In the “Enter Message” field, enter your message, including information about the number of photos you’ll be uploading.
 - In the “Select a file” field, click the “Browse” button to locate your files and upload them. This may take a few seconds or minutes, depending on file size. A status bar will show you the time remaining; do not close this page while your files are uploading.
 - Once the files are loaded, click the “Send It” button.

WRITING GUIDELINES

- Please provide *specific, practical* information that relates directly to locksmith and security professionals.
- Generally, articles can be roughly 750 to 2,000 words.
- As author, you retain copyright ownership over the work, including the right to grant subsidiary rights to others to reprint or republish the work in any and all non-competitive media — provided that the work is republished no earlier than 52 weeks following the first publication by ALOA.
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- ALOA may alter your article at its discretion, including wording and length.

PAYMENT

- As a general guideline, *Keynotes* pays \$.25 per word and \$5 per image upon initial (first) publication. (For example, payment for an accepted 750-word article would be \$187.50.)
- Article payments are made by the publisher (madison/miles media), usually within 60 days of publication.

Writers for *Keynotes* magazine are encouraged to socially share portions of their PUBLISHED articles for the purposes of promoting ALOA as well as for promoting their own authorship. Please do not share any portions of articles that have been submitted to *Keynotes* but not yet published.

After an article is published, authors may share on social media an image of the first page of an article, or the headline and byline. An image may consist of a PDF or JPG.

For purposes of illustrating technical points on social groups (such as Facebook groups for security professionals), authors may share individual photos that have been used in previously published articles.

Examples of social media that may be used for promotion include individual Facebook profiles, Facebook groups for security professionals, Twitter, LinkedIn and ClearStar.

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