NACAS
ENRICHING THE CAMPUS EXPERIENCE

College Services Magazine Article Submission Guidelines

NACAS invites submissions from its members who are the subject matter experts on the various aspects and intricacies of college auxiliary services.

College Services publishes original works quarterly and is distributed to NACAS members.

Articles focus on topics related to campus services, including but not limited to food services, parking, bookstores, maintenance, health services, sustainability efforts, housing, and vending and mailing services.

NACAS uses The Associated Press and its specific style when editing submissions. All works should be completely original. Please do not submit a simultaneous submission (i.e., an article under review at another publication).

Content requirements:

• A headline suggestion for the article that should be brief but attention-grabbing
• Written in an approachable format that engages readers. Avoid using too much jargon or academic references.

• Article length: 1,200 to 1,500 words; if longer, please alert senior editor Ian Murphy at ian.murphy@theygsgroup.com. (Note: If you submit images with your article, this will lessen the amount of room allotted for words. Please plan accordingly.)

• Copy must be sent in a Microsoft Word document .docx or .doc file.

• If digital images are submitted, please send .jpg files. High-resolution photos and graphics should be at least 4"x6" at 300 dpi. Images should be at least a 1MB in size. Captions and credits must also be included. (If you do not have a professional, high-resolution headshot, most unedited, full-size photos taken with a smartphone meet these requirements.)

• A short biography (1–2 sentences) that includes your title, employer and location, and relevant accomplishments.

Article Content Template

Please use the following template to submit your College Services article. All copy must be sent in a Word document .docx or .doc file and attached to the email. Please do not paste the submission in the body of the email.

Author name:
First and last name.

Author contact information:
Reliable email for correspondence with editor. This information is not intended for publication.

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Headline:
Title of the article (recommended: 75 characters or fewer).

Deck:
A few words that further explain the title and what the article will be about.

Article Content:
The word count should be between 1,200–1,500 words or longer. To improve readability, consider organizing your article with bullet points, numbered lists, short paragraphs, section sub-headlines, or something that will help facilitate a “quick read.”

Author bio:
A short biography (1–3 sentences) that includes your professional title and your employer and their location. You may add any noteworthy accomplishments that substantiate your understanding of the topic about which you have written.

Digital images (optional):
If digital images are submitted to include with the article, they must be sent as a .jpg file. Captions and credit information must be included. For multiple images, make sure to identify which images are associated with which caption and credit information.