



Project Management Institute
 Orange County Chapter, Inc.
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2010 *Milestones* Editorial Submission Guidelines and Specifications

Please submit *Milestones* articles to milestones@pmi-oc.org or upload your submissions to the chapter's collaboration tool, **Qtask**, on or before the stated submission deadlines. Contact milestones@pmi-oc.org for Qtask instructions.

Milestones is a monthly publication, including advertising. There may be variations in publication length, depending upon content and special events.

Maximum Text Lengths

- Full page article 1,000 words

Examples: Monthly Meeting Review
 Advanced Topic Seminar Review
 Special Event Reviews

- Two-thirds page article650 words

Examples: Chair's Column
 Volunteer of the Month
 Special Event Reviews

- One-third page article.....300 words

Example: PMP Exam Questions
 *Note: This column is also used as a sidebar for
 lists, etc. with smaller type.*

Please edit your articles to the maximum word counts listed above before submitting them. If this isn't feasible, the editors may edit the submissions to the correct length.

Style of Submissions

Since *Milestones* is a magazine type publication, not a report, an informal narrative (rather than technical or academic) style of writing is appropriate.

Avoid outline formats with bullet items, footnotes, and figures. This format doesn't adapt to the layout and wastes a lot of space.

Format

Please submit your articles in Microsoft Word .doc format. Please do not send .docx. Save them back as .doc files. If you are submitting data in Excel, please save it as .xls, not .xlsx. If there are photographs or graphics embedded in the Word file, the embedded image must be 300 dpi or higher.

Graphics

If your submission includes graphics, such as charts from PowerPoint, Excel, or Visio, please convert them to PDF before submitting.

Photographs

If your submission includes digital photos, please send them as separate files. Do not embed photos into Microsoft Word.

Please upload large photo files to the chapter's collaboration tool, Qtask. Contact milestones@pmi-oc.org for Qtask instructions.

The editors reserve the right to decline submissions received after the deadline and to edit submissions for length, accuracy, grammar, and readability.