

Writer's Guidelines

Editorial deadline

3 months prior to publication date

- 1. Topics:** We cover a variety of topics in virtualization, including OS virtualization, application virtualization, storage virtualization, virtual networking, making a business case for virtualization, and disaster recovery as it relates to virtualization. Several virtualization topics are listed on the editorial calendar. E-mail Managing Editor Jenny Kasza at editor@NaSPA.com for more information.
- 2. Who Should Submit:** *Virtualize!*TM relies on articles contributed by experts in the industry. This includes computing professionals with a passion to share what they have learned about virtualization, as well as vendors and freelance writers. Note: The writer needs to have practical experience with the topic in order to submit an article.
- 3. Editorial Calendar:** Please consult the editorial calendar for a range of topics. Note that the editorial calendar is a guide and is subject to change based on reader needs, authors' availability, and changes in virtualization trends.
- 4. Summary of Article:** Please submit a short, one-paragraph summary of what you plan to cover in the article. In addition, the author should describe his/her practical experience with the topic and explain how that experience relates to the topic. Please send this information to Managing Editor Jenny Kasza at editor@NaSPA.com.
- 5. Tone of Article:** Articles should be written to teach, inform, share experiences and strategies, and analyze trends and technologies. Keep in mind that articles should avoid a marketing tone.
- 6. Article Deadline:** Once the article topic has been approved, we will set a deadline for the article itself. If for some reason you cannot make the deadline, please let the managing editor know as soon as possible.
- 7. Article Submission:** All articles should be submitted in a plain, unadorned Word document. Please avoid fancy fonts, special headers, etc.
- 8. Graphics:** Graphics should be sent separately from the article itself as high resolution (300 dpi or higher) tif or Illustrator CS2 eps files. Be sure to e-mail a caption with each graphic to help the readers.
- 9. Author Bio, Photo and Contact Information:** Please be sure to include a short author bio with the article and contact information for the author (e-mail address, mailing address, phone numbers, etc.). If you wish to include an e-mail address for publication, please do so. Also, if you wish, please e-mail a jpg image of the author to editor@NaSPA.com.
- 10. Word Count:** Ideally articles should be 1,500-3,000 words.

*Virtualize!*TM magazine relies on articles contributed by IT practitioners (NaSPA members, freelance authors, vendors, and other experts in the industry). Please e-mail Managing Editor Jenny Kasza at editor@NaSPA.com for more details or to submit an article.