



## ***Guidelines for Contributing Authors***

### ***Who is eligible?***

All Resort professionals are encouraged to submit articles for publication in The Resort Trades.

Submissions will be reviewed by our editorial staff for content, relevance, and objectivity. Submitted editorial material should be exclusive to The Trades Publishing Company and will be considered that company's property, unless other arrangements are made (contact SharonINK@thetrades.com for further information).

### ***Author Guidelines***

1. The Trades Publishing Company, Inc. retains the right to accept or reject any editorial submission.
2. The Trades Publishing Company, Inc. retains the right to edit any editorial submission for grammatical and typographical errors.
3. Editorial submissions should be editorial, not advertorial. Articles should be objective and encourage techniques and trends rather than publicizing commercially available products and services. (It is understood that the author and/or the author's company may be presented as Experts on the topic being discussed.)
4. Length of manuscripts may range from 500-1250 words. Articles should be provided electronically, via e-mail (SharonINK@thetrades.com) in MS Word.
5. Submitted articles that require photography (i.e. - articles on design, renovation, or refurbishment) should have the photographs or digital images attached at time of submission. All digital images must be 300 dpi at actual size, and photographs should be 5" x 7" or larger, studio quality photos. There is a possibility a photo you submit with an article may appear on the front cover of the issue.
6. Individuals interested in submitting an article are encouraged to query the topic by emailing a brief description to SharonINK@thetrades.com. Outlines are welcome, but preliminary manuscript drafts other than final are discouraged. All submitted editorial materials are considered the exclusive property of The Trades Publishing Company and should not be run in any other publication without written permission, whether in print or electronically.
7. Manuscripts must be received by the fifteenth of the month, two months preceding desired publication date to be considered for publication. Due to space limitations, publication of an article in a specifically requested month cannot be guaranteed, although best effort will be applied.
8. The Resort Trades generally publishes only original manuscripts that have not been published in other mediums. However, previously printed articles may be considered (write SharonINK@thetrades.com for further enquiry).
9. If The Resort Trades Editorial staff determines that a manuscript does not meet publication standards, the staff reserves the right to decline the manuscript and return it to author with suggestions for resubmission.
10. Authors should include their name, company name, business title, address, and telephone number with each submission. Please include a maximum three-sentence bio about the author and/or their company.

*Editorial contributions or inquiries contact*

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**EDITORIAL  
DEADLINE**  
Oct. 15, 2014

**December 2014**

**INTRODUCING: MANAGEMENT COMPANY DIRECTORY & Who's Who in the Industry**

A comprehensive list of every management company in the United States.  
Highlights from 2014's *Faces & Places* – the "People Magazine" of the industry

**AD MATERIAL  
DEADLINE**  
Nov. 1, 2014

**DEADLINE**  
Nov. 15, 2014

**January 2015**

**Futurescape: What's New, What's Tried and True?**

A chance for companies to describe their best products and services.

**DEADLINE**  
Dec. 1, 2014

**DEADLINE**  
Dec. 15, 2014

**February 2015**

**Management Heroes & Heroines Award Contest**

Resort Trades' Inaugural MANAGERS AWARD CONTEST

**DEADLINE**  
Jan. 1, 2015

**DEADLINE**  
Jan. 15, 2015

**March 2015**

**Suppliers' Directory**

A compilation of every supplier who has advertised in The Trades since April 2014.

**DEADLINE**  
Feb. 1, 2015

**DEADLINE**  
Feb. 15, 2015

**April 2015**

**ARDA Issue/ARDA World Annual Convention & Expo (Apr 12-16, 2015)**

ARDA exhibitors listing with brief supplier profile for our advertisers.

**DEADLINE**  
Mar. 1, 2015

**DEADLINE**  
Mar. 15, 2015

**May 2015**

**Managers' Q&A/ C.A.R.E.'s 60th Semi-Annual Conference (May 2-5, 2015)**

Managers are interviewed for their FAQ's and our vendors provide a response.

**DEADLINE**  
Apr. 1, 2015

**DEADLINE**  
Apr. 15, 2015

**June 2015**

**ARDA Wrap-up**

Resort Trades' onsite reporters will provide exclusive, behind-the-scenes information.

**DEADLINE**  
May. 1, 2015

**DEADLINE**  
May 15, 2015

**July 2015**

**Regional Review – A Look at the Top Resort Performers, Region-by-Region**

Profiles of leaders in the industry throughout the U.S.

**DEADLINE**  
Jun 1, 2015

**DEADLINE**  
Jun. 15, 2015

**August 2015**

**HOA Annual Meeting Issue**

Getting ready for resorts' annual HOA meetings: How can top suppliers and vendors help resort managers prepare?

**DEADLINE**  
Jul. 1, 2015

**DEADLINE**  
Jul. 15, 2015

**September 2015**

**Marketing Your Property / C.A.R.E. Conference**

Resorts share the tricks of the trade in getting new owners and promoting rentals, including reviewing marketing companies, exit programs, travel clubs and premiums.

**DEADLINE**  
Aug. 1, 2015

**DEADLINE**  
Aug. 15, 2015

**October 2015**

**Refurbishment Issue/SOIC Conference**

Interiors, exteriors, hardscapes, construction, furnishings, housewares and dealing with maintenance challenges. Our call for Management Heroes & Heroines Award Contest submissions.

**DEADLINE**  
Sep. 1, 2015

**DEADLINE**  
Sep. 15, 2015

**November 2015**

**The Independent Resort/ARDA Fall Conference**

A look at the challenges presented to the industry by mature resorts including legal, accounting, reserves, management and impact on timeshare sales.

**DEADLINE**  
Oct. 1, 2015

**DEADLINE**  
Oct. 15, 2015

**December 2015**

**Highlights from Resort Trades' Management Company Directory**

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**DEADLINE**  
Nov. 1, 2015



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