

# BC Forest PROFESSIONAL



## Contributor Guidelines

# SUBMISSION GUIDELINES

## Guidelines for Contributors

If you are interested in contributing an article, letter, news item, or images to *BC Forest Professional* (BCFP) magazine, we want to hear from you. Unfortunately, due to space limitations and the interests of our readers, we cannot publish every submission we receive.

These guidelines are designed to explain our needs, help you tailor your submission so it will have the best chance of getting published, and answer any questions you may have regarding editorial submissions to BCFP.

BCFP is produced on a tight schedule. Only submissions reviewed by our editorial board, which meets every two months, will be considered for publication. To ensure your submission is considered, you must not miss our deadlines.

## Purpose of BC Forest Professional Magazine

BCFP has four major goals:

1. To contribute to our members' continuing professional development.
2. To keep members informed of association business, member news, and professional issues.
3. To give members a vehicle to freely express their opinions about the ABCFP and professional issues.
4. To inform non-members about professional forestry.

## Overview of Our Readership

BCFP is circulated to over 5,300 Registered Professional Foresters, Registered Forest Technologists, associate members, and forest professionals in training. BCFP is also sent to approximately 1,000 interested stakeholders, such as key decision makers in the BC forest industry, politicians, and schools. BCFP magazine is also available to the general public on the ABCFP website.

## Submission Categories

### I. Letters

This section is intended primarily for feedback on recent BCFP articles and for brief statements about current ABCFP, professional, or forestry issues. The editor reserves the right to edit and condense letters. We encourage writers to keep their letters to fewer than 300 words. Anonymous letters are not accepted.

### II. On Topic Articles

On Topic articles are generally solicited from subject matter experts. If a particular theme interests you and you'd like to write an article, please get in touch with us.

### III. Interest Articles

These articles must be on issues relevant to the profession of forestry and our readers. Priority is given to articles written by ABCFP members. Interest articles should be no more than 850 words and should include brief biographies for all authors. Accompanying images are highly desirable.

### IV. Research Updates/Science in Action

Although BCFP is not a technical/scientific journal, we do provide space for articles about research relevant to our readers. Submissions should explain the problem and relate it to our readers in common language. Articles should be no more than 850 words and should include brief biographies for all authors. Accompanying images are highly desirable.

### V. Obituaries

It is very important to many of our members to receive word of the passing of a colleague. The editorial team relies on our members to provide obituaries of recently deceased members for publication. Please keep them to no more than 300 words and include an image.

### VI. A Moment in Forestry

We love to see forestry in BC through your lens. Whether it's a shot of a sunset across the Elk Valley, a crew performing a road and culvert inspection in the early morning mist, or you and your dog enjoying a moment of respite beside the Fraser River, if you capture a great image and you want share it with your colleagues, send it to us for a chance to get published.

## Submission Format

Please send us your submissions in Word (DOC or DOCX) format or embedded in the body of an e-mail.

## Image Requirements

Please send us your digital, colour photos saved as JPG or TIF files. They must be print quality (at least 300 dpi). Ensure your camera is set on 'high' or 'fine' to ensure the best quality. Send your image(s) as an e-mail attachment. Do not embed them in a Word document.

## Editorial Process

All submissions are reviewed by an editorial board made up of ABCFP members. The editorial board determines which submissions will be printed and which ones have priority in the event that the upcoming issue is full. If your submission is approved, the editor will ensure the article meets BCFP house style, flows logically, and is the desired length. All articles are returned to the author for final review before publication.

The editorial board looks for the following criteria when considering an article for publication:

- The topic is relevant and of interest to our readers. Please contact the editor to discuss your idea before writing the article.
- The article must be well organized, flow logically, and offer a unique or interesting point of view. Remember that BCFP is not a scientific journal. Ensure you present a question or problem, discuss it, and then offer a potential solution. Many authors like to include a call to action at the end of their articles.
- Be sure to state your opinion clearly in your article.

Our readers value learning about other forest professionals' opinions.

- The article must appeal to a diverse range of our members. If your topic is too narrow, it may not be published.
- Readers must benefit from reading your article; they must learn something new. Self-promotional or marketing pieces will not be accepted. If you are interested in advertising opportunities in BCFP, contact the ad sales manager at forest-ads@abcfp.ca.
- The article must be timely.

- The article should meet one of the magazine's four goals. Review the *Purpose of BC Forest Professional Magazine* at the beginning of this document to make sure your article meets at least one of these goals.

### Writers' Rewards

We are unable to pay authors for the articles we publish; however, all submissions are eligible for the annual Best Article and Best Letter awards which recognize outstanding contributions. These awards are presented during the ABCFP annual forestry conference and AGM.

## SUBMISSION DEADLINES

Deadlines vary from year to year. Go to [abcfp.ca/web](http://abcfp.ca/web) and check out the Contributor Guidelines page for exact dates (Home > The Public > Publications > BC Magazine > Contributor Guidelines).

ISSUE	DEADLINE
January/February	Early November
March/April	Early January
May/June	Early March
July/August	Early May
September/October	Early July
November/December	Early September

## CONTACT INFORMATION

Please send all editorial enquiries and submissions to [editor@abcfp.ca](mailto:editor@abcfp.ca).

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