

Anthony Capkun, Editor
acapkun@annexweb.com
222 Edward Street, Aurora ON L4G 1W6
M (905) 717-6421 • O (905) 713-4391
www.ebmag.com

ELECTRICAL BUSINESS

Having an article published is one of the best ways of showing off your expertise in a given subject while advancing the needs of our market.

Articles range in their approaches. An article may explore the technical application of a type of technology or process, it may provide a “state-of-the-union” look at an industry issue, it could be a case study, and so on.

You may have already written the article and are looking to have it published, or maybe you would like to gauge the editor’s interest before you start writing.

Either way, it is best to call or email the editor to discuss the possibilities. That gets the ball rolling. If the subject matter is of interest, the editor will ask for a brief abstract or a simple bulleted list describing the article’s contents.

At this time, the editor will provide a deadline for the finished article, and where it is slated to be published, and when.

(In a perfect world, every article is published exactly when and where the editor says it will. However, space constraints [especially in print] may bump your article, and it will be held for publication at a later time. Feel free to check with the editor.)

You may consider sending your article to other media outlets. If so, please inform us of your intention. We only ask that you allow us to publish your article first.

THE SPECS

- Articles range anywhere from about 800 words to 3000. They are to be objective and non-promotional.
- Plugs for your company come via author bio (e.g. “Joe Average is a technical support manager with XYZ Inc.”) and supporting visuals (e.g. “Photos courtesy XYZ Inc.”).
- Text should be sent in Word, PDF, plain text, in the body of an email... anything we can copy, paste and edit. Do not LOCK your document, or it will be sent back.

Anthony Capkun, Editor
acapkun@annexweb.com
222 Edward Street, Aurora ON L4G 1W6
M (905) 717-6421 • O (905) 713-4391
www.ebmag.com

ELECTRICAL BUSINESS

- Do not embed visuals (photos, graphs, etc.) in your Word document. Text only.
- DO NOT plagiarize. (If you are unsure, please discuss with the editor.)
- Visuals are encouraged. Attach them as separate files (e.g. Photo 1.jpg, Photo 2.jpg). Photos must be a minimum of 300 dpi. For web, 72 dpi is the standard.
- Keep the size of your email manageable (under 5MB). Do not send emails that are 10MB (or greater) in size. This bogs down your email, and bogs down ours.
- If you have lots of pictures or other assets, then use a file sharing service like Hightail, Dropbox, etc. If you're having trouble with these, let us know, and we will send you information on using our own file sharing service, which is simple to use and requires no special software.
- PLEASE ENSURE any systems and technologies discussed in the article or shown in photographs, is relevant to the Canadian marketplace. In the case of products, for example, make sure they have **been approved for use in Canada**.

THE REVIEW

- Once all materials are in (Word document, related visuals, etc.), the editor will review the article. Part of the editor's job is to make you look good on paper. We will undertake editing the article to ensure it reads well.
- Some articles require a lot of work, some barely any. When the edits are minimal (e.g. basic grammar, combining some sentences, moving some paragraphs around for better flow) you are not likely to see a final version before publication. This is normal.
- When the edits are substantive, however, you will see another draft to ensure you are okay with the changes made, and that any important information or facts have not been altered. You may also be asked to provide more information in certain areas, or be asked to delete some other information altogether.

Anthony Capkun, Editor
acapkun@annexweb.com
222 Edward Street, Aurora ON L4G 1W6
M (905) 717-6421 • O (905) 713-4391
www.ebmag.com

ELECTRICAL BUSINESS

- This process may go back and forth several times before both parties (author and editor) are content with the final article. This, too, is normal.
- When the article is slated for online publishing, you will be notified with a link when it has gone live.
- When the article is slated for print, it goes to our Art Department for layout. This is the domain of our designers (in conjunction with the editor). The author is not involved in this process unless, for example, the article involves numerous or complicated Tables and Figures, and the editor asks the author to check the final layout for accuracy.

BEING PUBLISHED in PRINT

- Once published, all current and back issues are uploaded to our website's Archive in two formats: Digital Edition and low-resolution PDF (for easy download). In an effort to be "green", we do not mail out issues in which your article appears (hence the PDF you can download).
- You are encouraged to tell your network about your article. Send them a link to our Archive, or a deep link that takes them directly to your article in the Digital Edition.
- Articles published in industry magazines make for great Education and Marketing pieces. For a nominal fee, you can order Reprints of your article in hard copy and PDF formats. Reprints involve additional design work; the article gets a new, stand-alone layout.
- Hard copies of the magazine can also be ordered for distribution.

If you have any questions, get in touch. We look forward to working with you!