



# Get published in *The Gem*!



Members have the opportunity to provide editorial content for consideration in *The Gem* – and you and your business will be recognized for supplying the information on topics that will be of interest to *The Gem* readers while positioning you as the ‘expert’!

## Editorial Guidelines

If you would like to provide *The Gem* with an article, it should be a **maximum of 400 words**.

- 1 *The Gem* Editorial Staff reserves the right to edit for grammar and punctuation corrections, and for length if it is submitted over 400 words. Any topic not deemed appropriate for *The Gem* may not be accepted.
- 2 Please indicate if you would like the article attributed to a particular author/person, for example: *By: Jill Johnson, Palms Realty*, or if you wanted it listed as “Submitted by:” and your company name, for example: *Submitted by: Palms Realty*.
- 3 All articles should also include a 2-line bio on the author or company submitted, including “for more information” items like website, phone number, address, etc.
- 4 ‘Quick read’ editorial submissions are also encouraged. These would include tips, as well as *Top 5* or *Top 10* lists related to your business or industry that would provide useful information to readers of *The Gem*.

## New Member Spotlight

If you are a new member, don’t forget to submit your New Member Spotlight editorial copy. New Member Spotlights should be around 200 words and profile your business and top accomplishments.

Other guidelines include:

- 1 Be sure it is written in “third person” reference – as if someone else is writing about your company. This means no reference to “we”, “our”, “I”, etc.
- 2 Please submit your high-resolution company logo or a photo of yourself or business in .jpg, .pdf or .png format. All photo and logo files should have your name or business included in the file name. For example: *ABC Restaurant.jpg*, *June Smith Desert Design.pdf*, or *The\_Office\_of\_Bob\_Jones.png*



## Deadline

To have an article considered for a particular issue, it **must be received the 1<sup>st</sup> of the month prior to that issue** – for example, if you would like your article to run in the December issue of *The Gem*, it should be received by *The Gem* Team by November 1<sup>st</sup>. If your article can be considered for any issue, please indicate that when you submit it and it will be reviewed for the next available issue within the next 2-3 months. In determining the mix of editorial content that will run each month, *The Gem* Team must consider time-sensitive content, articles that relate to an issue “theme,” sponsor articles and date submitted.



**Send All Submissions for Consideration to: [info@gcvcc.org](mailto:info@gcvcc.org)**

All articles and New Member Spotlights should be submitted in **Word document format**, not typed into the body of an email.

Your attachment should have your name and/or business included in the file name.

For example: *New Member Spotlight ABC Restaurant.docx*, *June Smith Desert Design.doc*, or *The\_Office\_of\_Bob\_Jones.docx*