



## Maryland Career Development Association

### Newsletter Submission Guidelines

**“Start writing, no matter what. The water does not flow until the faucet is turned on.”**

~ Louis L'Amour

According to Katherine Brooks, a consultant with over 30 years of experience in career development, career professionals often succumb to vocational irony: they are “so busy helping others move forward in their careers that [they] neglect [their] own career.” One way to stay on track with your professional development is to write: for yourself through a personal or a professional blog or for others through guest blogging or newsletter submissions. And MCDA is more than thrilled to help you with the second!

**Focus:** Our readers are career development practitioners. Articles should address trends, “how to,” best practices, case examples, overview of models, assessment reviews, training opportunities, and related career information in Maryland or nationally. We are also happy to publish book and paper reviews. In addition, career professionals love to celebrate each other. Have an accomplishment you are proud of? Let us know so that we can share with the rest of the MCDA community.

**Style:** Authors are suggested to write in a friendly/informative/practical style rather than technical or academic. It may be helpful to readers if articles include lists, bullets, or tips. Use active voice, rather than passive and gender inclusive language (“he or she” rather than just “she”). Avoid jargon, and spell out abbreviations on the first use. It is suggested that book reviews focus on quality of the content, identify key points, and illustrate strengths and weaknesses for a balanced review.

**Length/Format:** Articles should be 600 words or fewer. Authors should include a proposed title and abstract (up to 50 words) and a short bio (including relevant positions) with complete contact information (include email and web links, if appropriate). Articles may be edited for space or clarity.

**Selection Criteria:** Authors are encouraged to discuss topics with the Editor in advance. Editorial criteria include (but are not limited to) the following:

1. Audience Appeal (will the article be of interest to the reader?)
2. Practicality (can the article help the reader in the field of career development?)
3. Content (do the ideas and facts represent accurate, professional information?)
4. Reader Development (does the article encourage professional growth and affiliation with the association?).

In particular, content should be of a professional nature, rather than commercial. Articles focused on product promotion will not be accepted.

**Conditions:** All work must be original. All published material is copyrighted by MCDA. Reprint permission will be granted if submitted in writing to the editor. Submission implies acceptance of MCDA policy. Membership in MCDA is not required of authors. No compensation will be given for articles.

**How to Submit:** Authors should email our Newsletter Editor Staci Parker at [MCDA-Newsletter@MDCareers.org](mailto:MCDA-Newsletter@MDCareers.org). Questions should be directed to the same address.