

ORANGE COUNTY REALTORS®

Guidelines for Authors

The Orange County REALTORS® and the *OC REALTOR*® welcome inquiries about preparation of articles for possible publication in the *OC REALTOR*®, the magazine published bimonthly by Orange County REALTORS®.

Submitted articles must be original. If an article contains copyrighted material from another source or material that has been published previously elsewhere, the rules of “fair use” govern how much “borrowed” material may be used and all sources must be cited and credited properly.

Articles should be between 500 and 1,000 words long, and should cover real estate–related topics. They might offer opinion or commentary, make specific suggestions, answer questions, contain tips, or share ideas based on personal experience and intended to help REALTORS® in some way.

Although an article may explain the need or reason for a particular product or service, it should *not* advocate or endorse a specific individual or company as the provider of that product or service.

Articles should be typewritten in 12-point type and submitted electronically to both Editors **Sabrina Blair** (sabrina@ocar.org) and **Sherri Butterfield** (marionb@aol.com). Because of the production schedule, the deadlines for submitting articles for possible publication in any one of the six bimonthly issues to be published this year are **December 1** for the January/February issue, **February 1** for the March/April issue, **April 2** for the May/June issue, **June 1** for the for July/August issue, **August 1** for the September/October issue, and **October 1** for the November/December issue.

Submitted articles must include the writer’s name, address, telephone number (for verification), and email address (for possible questions regarding article content) though only the name will be published as a byline. Articles should also include (when appropriate) any title by which the writer wishes to be identified in the byline.

Writers are invited to submit a brief biography with their articles. This “bio” should be between 35 and 70 words long, and consist of two or three sentences. It should begin with the writer’s name, state who the writer is, describe what relevant experience he or she has had, and conclude with an email address if the writer wishes to be contacted by readers.

In submitting an article for consideration, writers must understand that space is not reserved on a regular basis for anyone other than Orange County REALTORS® President. All submitted material is considered on a case-by-case basis with an eye toward providing information that is timely, relevant, and useful; balancing overall issue content; and supporting, where possible, such monthly themes as The Green Issue (March/April) and REALTOR® Safety (September/October).

All articles published in the magazine are edited for length, content, and style and may appear either online or in print or both. Also, no guarantee is made that an article accepted for publication will appear in any specific issue. Accepted articles may be held over for publication in future issues because of the need to balance issue content or to honor advertising contracts.