

# The Tennessee Banker

## Article/Column Style and Guidelines



The mission of *The Tennessee Banker* is to educate, guide, and provide readers with pertinent information regarding the Tennessee banking climate and personal insight into the bankers who serve the Volunteer State.

We are pleased to offer you the opportunity to share your knowledge and expertise by submitting an article or column. To help you meet both your goals and ours, we request you follow these guidelines:

### Article/Column Requirements

- Title/headline
- Short description/subheadline
- Between 500-750 words in length
- Minimal marketing/advertorial language
- Bio that includes name, title, contact info (if desired), company, and background (between 30 to 40 words in length)
- Headshot in jpeg, eps, tiff, or png format
- Accuracy: We rely on authors to ensure the veracity of their statements. The writer must double-check names, confirm spellings, provide accurate job titles and include institutions responsible for, and dates of, any research or surveys cited in columns.

### Format Recommendations

- Short paragraphs
- Bulleted or numbered lists
- Bolded key statements
- Minimal use of technical/legal terminology

### Editing/Approval Process

- Articles/columns are edited by TBA editorial staff. TBA reserves the right to reject any manuscript submitted for publication, whether solicited or not. All references to the author's organization, products, or clients may be deleted at the editor's sole discretion. The editor also will edit for brevity and clarity and will edit to fit the publication's editorial style and length requirements.
- Initial and primary editorial changes and suggestions made to the article/column will be sent to the author for approval before publication. Please submit approval via email within 24-48 hours of receipt. TBA retains the right to edit manuscripts without the author's final approval. TBA also retains the right to alter all headlines without final approval from the author.
- Supporting images are selected by TBA editorial team unless indicated otherwise by guest author.

### 2019 Submission Deadlines

<b>Issue</b>	<b>Deadline</b>
January/February	Dec. 1
March/April	Feb. 1
May/June	April 1
July/August	June 3
September/October	Aug. 1
November/December	Oct. 1

### Contact Information

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