



ARTICLE SUBMISSION GUIDELINES

3-Step Process to Successful Publication in IFMA's FMJ

To successfully submit an article for publication in IFMA's FMJ Magazine, follow the three-step process below. Please ensure you read all guidelines thoroughly to understand each stage. Publishing an article will take a minimum of four weeks from submission to final publication.

Step 1: Submit a Proposal/Abstract for Your Article

Prepare a Written Abstract or Outline

- This should be a brief summary or concept pitch outlining the main points and focus of your article.
- Be clear and concise, highlighting how the article will provide value to FMJ's global facility management audience.

Submit Your Abstract at Least Four Weeks Prior to the Desired Publication Date

- Authors should submit their proposal/abstract online through the [Proposal Submission Form](#).
- Ensure you allow enough time for review and potential revisions.

Wait for Review (10 Business Days)

- Due to high submission volume, the review of your proposal may take up to 10 business days.
- Once reviewed, you'll receive an acceptance notification or feedback.

Step 2: Draft, Format and Submit Your Article

Begin Drafting Upon Proposal Acceptance

- Originality: Your article must be original, not published elsewhere (print or electronic).
- Non-advertorial: Avoid promoting specific products, services or companies.
- Focus on the Global Audience: Write from an international perspective, avoiding nation-centric views.
- Objective Style: Write in the third person (do not use words like "I," "you," "our," or "we") and avoid self-quotes or co-author quotes.

Include Key Content Elements

- **Instructional Focus:** Articles should guide readers on specific topics, such as how to conduct a facility audit or write a request for proposal (RFP).
- **Data-driven Insights:** Use relevant statistics (e.g., cost or energy management) and provide practical, actionable insights.
- **Case Studies & Comparisons:** Case studies are welcome but should remain non-promotional. Include comparisons or analyses that benefit readers.
- **Suggestions for Extra Resources:** Content supporting your article such as videos, blog posts, podcasts, whitepapers and case studies are welcomed. Please provide the link to ungated, non-marketing resources.

Follow Formatting Requirements

- **Submit as a Word Document:** Using the provided submission form link, upload your final draft as a Word document.
- **Word Count Required:** 1,500 to 2,000 words. Articles that do not meet the minimum or exceed the maximum word count will not be accepted.
- **Attach Images and Graphs:** Use the designated fields to upload supporting visuals like graphs or images. You may include up to 5 high-resolution images in a .png, .jpg, or .gif format.
- **Author Bio(s) & Headshot(s):** Include the author's bio – 2-6 sentences about their place in the built environment universe, along with links to their public LinkedIn and/or X (formerly Twitter), if they would like to include them. A hi-res headshot should also be included.

Use Clear Language and Avoid Jargon

- Avoid complex industry jargon and use clear, accessible language.
- **Acronyms:** Always spell out the first use of any acronym, followed by the acronym in parentheses.

Do Not Use “Self-Aware” Language

- Avoid phrases such as “this article will,” or references to earlier sections or issues.

Step 3: Receive Publication Notification

Automated Notification

- Once your article is live, you'll receive an automated email notification confirming its publication on FMJ's website.

Contact

Direct any questions to fmj@ifma.org.

