



Vantage Point Newsletter Author Guidelines

The Niles Chamber of Commerce offers its members the opportunity to submit by-lined articles for the chamber's newsletter. Here are guidelines to consider when submitting articles for consideration:

The newsletter is mailed out the first of every month, please submit articles by the 15th of the month prior.

1. Any article must have the author(s) identified by name, company/organization affiliation, phone and email. This information will appear as part of the article.
2. Articles are subject to the review and approval of the Chamber. Only articles judged to be of good editorial quality and appropriate content of interest to our membership will be accepted. We encourage articles focused on education i.e. "how to" content. These are not advertisements so minimal commercial acknowledgement will be allowed.
3. All submissions are subject to editing due to space restrictions. An ideal length is 400-750 words.
4. We highly encourage authors to submit well-written, proofed text. No rough drafts, please!
5. The author assures the Chamber that the material being submitted is original or properly attributed.
6. Submissions are to be emailed to Katie DiMaria at katie@nileschamber.com as an attachment in MicroSoft Word.
7. Submissions may be made at anytime. Those accepted for publication will be scheduled as space in the newsletter allows.

For questions or assistance, contact the Chamber offices (847) 268-8180.