

## InPrint Submission Guidelines

The Cityworks InPrint is produced three times a year and we are interested in acquiring articles about successful Cityworks implementations. Our projected\* distribution dates for each issue are March, July, and November.

Issue	Submission Deadline	Distribution Begins*
March	February 1	March 1
July	June 1	July 1
Nov.	October 1	November 1

In order for us to receive content in a timely manner and to give our submitters adequate time to plan ahead and prepare, we are putting together a schedule of projected articles we hope to include. If you are interested in submitting an article, please contact Kaye Ryser at [kryser@cityworks.com](mailto:kryser@cityworks.com) with the following information:

Company/Organization:  
Name:  
Position:  
Phone:  
Email:  
Description of article:  
Issue:

All requests received will be reviewed and considered for possible publication. Please read the specifications BEFORE writing your article to submit.

### Specs:

- 500 – 1,000 words – attach a Microsoft Word file or cut and paste text into an email.
- Graphics – Most graphic formats accepted (please note that GIF images are of low resolution and therefore don't print very well). DO NOT embed graphics into article. They must be received by separate file. **Please make certain the editor knows which captions go with the images. If the graphics are sent via e-mail or FTP, please e-mail copies with captions to Kaye at the same time.**
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Please send: logos, screen shots, pictures of the facility, surrounding area, or staff using Cityworks. We will use what we can fit. Whenever possible, please send original digital screen shots or images.



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