

# HOUSTON BUILDER MAGAZINE

*The Official Magazine of the Greater Houston Builders Association*

## CONTENT SUBMISSION GUIDELINES

### I. Deadlines

Articles are due by 5pm on the first business day of the month prior to the intended issue; i.e. Jan 2 for the February issue. Holidays are not counted as a business day. Extensions/ special considerations are granted on a per-case basis, and must be arranged prior to the due date and approved by the publisher. The magazine is on a very strict timetable. Your cooperation with submitting things on time is greatly appreciated.

### II. Submission Contacts

Submissions may be emailed, faxed or mailed to the Houston Builder offices at the address below:

Attn: Houston Builder Magazine

211 E Ohio St #516

Chicago, IL 60611

Fax: (815) 572-0775

[bfeldmann@ghba.org](mailto:bfeldmann@ghba.org)

***Email is the preferred method.***

### III. Artwork

Please include captions. Artwork may be emailed as a 300-dpi resolution JPG, GIF, TIF or EPS file with the corresponding submission. Photos may be mailed with the corresponding submission to the GHBA office as specified above. Artwork must relate to the accompanying submission. Inclusion of artwork is subject to the discretion of the publisher. The editor reserves the right to add art as necessary.

### IV. Councils and Divisions

A full page in Houston Builder Magazine is reserved each month for every GHBA council and division. To guide you in preparing your articles, please use the following word count limits:

Full page, text only: 800 words

Text and one photo: 500 words

Text and two photos: 400 words

Articles that exceed these specified word counts will be edited, as needed. If an article falls short of the required word count, extra space on the page will be considered 'open space' to be used as needed by the publisher. Publisher reserves the right to edit articles for grammar, spelling and content. Articles may not include derogatory remarks regarding other members or services. Articles not received by the publisher's deadline will be held for the next issue, and the page will be considered open space for use at the publisher's discretion.

### V. Guest Editorials

Industry-relevant guest editorials are accepted. Subject matters should be presented in advance to the publisher. Summaries may be emailed to [bfeldmann@ghba.org](mailto:bfeldmann@ghba.org). Content length and use of photography is left to the discretion of the publisher. The submission deadlines for guest editorial summaries are one week prior to the content submission deadlines for each month's issue, i.e. April 25 for the June issue.

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