

CASINO ENTERPRISE **Management**

Bylined Editorial Guidelines

Casino Services Publishing welcomes bylined article ideas for consideration that provide valuable information to its readers. Upon approval by the publisher and managing editor, it also welcomes the completed articles themselves for possible publication in *Casino Enterprise Management* magazine, its electronic newsletters, and its supplemental publications. Casino Services Publishing reserves the right to edit at will and request additional information to clarify any content as the editorial department sees fit. The following guidelines apply to all article ideas and articles submitted:

1. A bylined story is one that expresses the knowledge and insights of the author(s). The purpose of such a story is to educate and/or update our readers on the basics or the latest trends as it applies to the casino gaming industry. We do not publish case histories.
2. The author(s) should first discuss the topic with the managing editor and/or publisher to determine its suitability for our readership.
3. Once the topic is approved, the author(s) should submit an abstract or outline to the managing editor that clearly defines the scope and key points the article will focus on. Upon approval of the abstract/outline, a deadline date will be assigned.
4. All quotes and/or references to other published works must be properly and legally cited. Failure to do so will result in the rejection of the article. It is the burden of the author(s) to cite quotes and references made in the submitted article. *Casino Enterprise Management* editors will not provide supplemental citations.
5. Deadlines are firm, unless an extension is granted by the managing editor. While publication dates will be assigned, articles may be held until a later date due to space considerations.
6. It should be noted that articles that are advertorial in nature will not be considered or published. At no time will Casino Services Publishing run a submitted article that has the purpose of promoting a particular company, product or service, even if it provides educational content. Articles that contain overt advertorial content should and/or will be stripped of all direct references of the company, product or person in question.
7. Contributed byline articles should be between 1,200 – 1,800 words in length. If the author(s) has difficulty meeting this word count range, he or she must discuss it with the managing editor, who may or may not request additional information be added or taken away.
8. Headshots and bios of each author upon publication are required. Headshots should be at least 300 dpi in resolution, be in color, in .jpg or .tiff format, and not be embedded in a word document. Bios should be 50 words or less (if a longer bio is submitted it will be edited down to the proper length).
9. After the article is submitted, the editing team will review it for content, style and grammar. If the editors feel it needs more work or have any questions, they will reach out to the author(s). Otherwise, the author(s) can expect to see the edited version after it has been printed.

10. Upon publication, Casino Services Publishing reserves all rights to the submitted article.

If you have questions or concerns about these guidelines, please contact Managing Editor Krista Reiner (editor1@aceme.org) or Publisher Peter Mead (peter@aceme.org) at (701) 293-7775. Thank you for your interest in our publications.