

***Doors & Hardware* Editorial Guidelines and Information**

***Doors & Hardware* Magazine**

Doors & Hardware is the professional monthly magazine published by the Door and Hardware Institute (DHI), a non-profit association serving distributors, manufacturers and specifiers of doors and architectural hardware. The articles in *Doors & Hardware* magazine cover technical subjects, specialty products, codes, changes and growth within the industry, and business management. The magazine serves as the primary resource for emerging issues, developments and timely events that affect its readers.

Audience

The audience of *Doors & Hardware* is made up of architects, specifiers, distributors, manufacturers, sales agents, engineers, building owners and managers, contractors, independent consultants and code officials—all involved in the details of the architectural openings industry. Readers want up-to-date information on technical issues, product management information, general advice on how to improve performance, as well as current trends in the industry.

Authorship

Publishing an article in the only magazine devoted exclusively to the architectural openings industry establishes you and your company as an authority on your article subject. Authorship allows you to share good ideas, gain peer recognition and enhance communication among industry professionals. The article byline will include your name and company; the “Contributors” page will include your name, title, company and location (city and state).

Editorial Guidelines

Authors should write informative features with educational merit for an audience comprised primarily of professional architectural hardware distributors, specifiers, manufacturers and architects.

When writing about a subject found on the editorial schedule (see media kit) or when approaching a subject agreed upon between you and the editor, effort needs to be made to make your topic relevant to these professionals. *Doors & Hardware* readers specify, order, distribute, design, manufacture and consult on doors and architectural hardware.

The objective of the publications department is to educate and inform our readership; therefore, articles may not be promotional in nature. Promotional language, as well as disparaging language or photographs of competitor products will be eliminated. Advertisements from parties who are submitting articles are acceptable but will not be placed within the article. *Doors & Hardware* staff will also make every effort to ensure that competitor advertising will not be placed within the article.

Finished manuscripts are due in our editorial offices by the first weekday of the month, two months before publication. Use the following points as a checklist to communicate effectively:

- ✓ Keep the audience in mind and the subject matter relevant.
- ✓ Check and review facts carefully.
- ✓ Have someone else proofread the article for accuracy, logic, spelling and grammar.
- ✓ Avoid promotional statements about products or companies.

Length

Feature articles should be a minimum of 1500 words in length. Columns are shorter than features, from 700 to 1,500 words, and can cover a variety of topics ranging from marketing and management issues to code changes and installation advice.

Submission

Send us a short biography that includes your name, job title, company and location, and any professional credentials.

Articles may be sent via e-mail to jmadden@dhi.org. Large photo files that cannot be emailed can be mailed to the address below.

If appropriate, please provide illustrations, technical drawings, tables, charts, graphs, etc., to enhance your article. Photographs of products by themselves are usually not accepted. Installation photographs are acceptable. To send illustrations electronically, email them as EPS or TIF files at 100% in the highest resolution possible—at least 300 dpi.

Process

As articles are prepared for publication, they are edited for clarity, style and length. *Doors & Hardware* follows the Associated Press Style Book for general editing and ANSI guidelines for technical data.

Unsolicited articles that arrive in our offices are held until magazine space is available, then editors determine whether or not they are appropriate for magazine publication.

Each author will be entered as a candidate for the Robert G. Ryan Memorial Award. This prestigious award is presented annually to the volunteer author who conveys valuable information in the most readable and comprehensible way for readers of *Doors & Hardware*.

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