



## **Editorial Guidelines and Information**

### **Door Security + Safety Magazine**

*Door Security + Safety* is the professional monthly magazine published by DHI, a non-profit association serving distributors, manufacturers and specifiers of doors and architectural hardware.

The articles in *Door Security + Safety* 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 *Door Security + Safety* 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, company and contact information.

### **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 calendar 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 Security + Safety* readers specify, order, distribute, design, manufacture and consult on doors and architectural hardware.

The objective of the magazine 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. Product and company names may only be included within Case Studies, Troubleshooting, and How-To articles where such details are necessary for the educational value of the reader. *Door Security + Safety* 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 and case studies should be a minimum of 1,200 words in length. Longer articles can also be accommodated.

Columns are shorter than features, approximately 600 to 800 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. A professional headshot is encouraged but not required.

Articles may be sent via email to [arickard@dhi.org](mailto:arickard@dhi.org). If appropriate, please provide illustrations, technical drawings, tables, charts, graphs, etc., to enhance your article. Installation photographs are acceptable. To send illustrations electronically, send 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. *Door Security + Safety* 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, once editors determine whether or not they are appropriate for magazine publication.

Every published author in *Door Security + Safety* will be considered a candidate for the Robert G. Ryan Memorial Awards. The prestigious Ryan Awards are presented annually to the volunteer authors who convey valuable information in the most readable and comprehensible way for the magazine's readers.

### **Please address all inquiries to:**

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