

# PCAPPA FEATURE ARTICLE EDITORIAL GUIDELINE

## **PCAPPA Editorial Guideline**

The PCAPPA feature article will display one article or interview monthly. The article will identify institutions working on innovative measures, projects, or programs. The article will be submitted to the Information and Communications Committee for review and ratification. Since the primary interest of the PCAPPA audience is to protect, enhance, and maintain educational facilities, the feature article will be:

- (a) Comprehensive yet concise, establish relevance, have diverse in-text citations and quotes from scholarly sources.
- (b) Current, innovative, and ensure that examples of information relating to professional procedures resonate with the PCAPPA audience. PCAPPA will not accept promotional articles regarding any specific organization, branded service, or product.

## **Submission Requirements**

Feature article will be submitted at <http://www.pcappa.org/pcappa-article-submission/>. Hardcopy submissions will not be accepted. Submission must have author's naming conventions and titles, as they would prefer to see in the publication. The length of the feature article will be a minimum of 750 words and a maximum of 2,200 words. At the discretion of the Information and Communications Committee, feature article may be edited for website space accommodation and clarity. The article must be delivered using the American Psychological Association (APA) Publication Manual 7<sup>th</sup> Edition, using Times New Roman 12-point font, setting 1 inch page margins, double spaced lines, insert running head with appropriate levels 1, 2, and 3 header format, with every new paragraph indented half-inch. Graphics must not be inserted in the Microsoft Word document. Instead, graphics must be sent as a separate electronic image file with proper labelling and correlation with the feature article. PCAPPA will assume that the author owns the right to reproduce graphics submitted for the feature article. Do not use headers and footers in this submission. All articles will be ran through a plagiarism checker to determine authenticity and ownership of article, especially ensuring proper citations.

## **Expected Content of the PCAPPA Editorial Submission**

The PCAPPA feature article will consist of the following:

- (a) Introduction, body, and conclusion. Strong introduction of the feature article must seamlessly transitioning through the body to the end. The introduction must focus on clarity of delivering the text and purpose of the article to the PCAPPA audience.
- (b) An objective description of the innovative measures(s), project(s), or program(s). Not all audience will exhibit the same level of familiarity with the subject. Some readers will be new to the said issue, hence the need to provide coherent details.
- (c) A suitable news angle. Since PCAPPA articles are likened to an educational news story, it is imperative that the feature article is able to contribute new light to the body of professional facilities management knowledge.
- (d) Professional delivery of the writer's opinion must be substantiated by scholarly sources. PCAPPA treasures professional conduct online and offline as described in Article II of the PCAPPA Bylaws. It is highly important that the tone and texture of the feature article remains professional in alignment with PCAPPA Bylaws, elucidating the "*promotion of professional ideals and standards that serve the objectives of the educational sector and its institutions*". The need to cite scholarly sources is to reinforce the information contained in the feature article and to allocate credit to other researchers cited in the acknowledgement of their ideas.
- (e) Implications/relevance of the innovative measures(s), project(s), or program(s) to the world of institutional facilities management.
- (f) A Solid/Concise Conclusion. The conclusion must strongly summarize the writer's delivery and established relevance, and
- (g) References. Citing the sources used in reinforcing and disseminating knowledge asides from allocating credit to other researchers points the reader in the direction of the original material if interested.