



FBINAA

FBI National Academy Associates, Inc.

National Office:
FBI Academy Bldg. 8-102
Quantico, VA 22135
PH: 703-632-1990 Fax: 703-632-1940

FBINAA Associate Magazine Article Submission Guidelines:

If you are interested in submitting an article or topic proposal for consideration for the FBINAA Associate Magazine, please review the following process:

1. Identify a topic from the list of proposed topics or from your practice in which you have subject matter expertise. A subject matter expert is someone who is an expert in a particular subject area and meets any of the following criteria:

- Highly regarded by their peers
- Certified in a subject area by the law enforcement, legal, security specialties
- Served or serving in a leadership position at the local, state, national or international level

2. Submit the article or proposed topic for review to Suzy Kelly, Director of Marketing & Communications at skelly@fbinaa.org. Article submissions should be 500 to 2,000 words. Please include **"FBI National Academy Associate Magazine article for consideration"** in the subject line of the email and include the following information:

- The proposed title of the article
- A short paragraph (2-3 sentences) summarizing the topic
- A brief description of your expertise in this area
- Your current CV including title and contact information.
- A short (1-2 paragraph) biography to accompany article if published.
- Professional photo if available (jpeg)
- If you are an FBI National Academy Graduate, please include your Session in your short biography

3. FBINAA will confirm receipt of your article or proposal via e-mail. Your article or proposal will be placed in one of the following statuses: accepted, pending, or rejected.

4. If your article or topic proposal is marked pending, you will be notified and it will be kept on file and may be considered for future development. If your article or topic is marked rejected, you will be notified via e-mail.

5. If your article is accepted for consideration, the editorial staff will contact you regarding any edits or additional information.

Proposed articles will be evaluated based on the following criteria:

- Topic is of vital concern to law enforcement, legal, security practitioners and is clearly described
- Topic provides information adaptable to other law enforcement, legal, security settings
- All requested elements (see #2 above) are included

The World's Strongest Law Enforcement Leadership Network
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9. The article will be copy edited by FBINAA staff and you may be asked to review changes suggested by the editorial staff. You will have 48 hours to make any suggested editorial revisions. You will receive a copy of the final digital magazine.

11. Authors will be required to assign all rights to the material contained in the article, including claim to copyright, to the FBI National Academy Associates.

The FBI National Academy Associates, Inc. (FBINAA) is a non-profit, international organization of nearly 16,000 senior law enforcement professionals dedicated to providing our communities, states, countries, and profession with the highest degree of law enforcement expertise, training, education and information.

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