



Pennsylvania County News Article Submission Request Form

Articles in the *Pennsylvania County News* are news feature/informational in nature. They are not to include promotion of services or address the company directly other than in the title of the author.

Name of Company:	
Is your company a CCAP Associate Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	
City, State, Zip:	
Phone:	Fax:
Contact Person/Writer:	
Email:	
Working Draft Title:	
Topic Synopsis (one or two paragraphs describing the article and target audience) – Please attach to the form.	
Submission Date:	

Please select the *Pennsylvania County News* magazine issue requested for publication.

- Winter (February) – Please submit Request Form by October 1. Article due mid-November, if approved.
- Spring (May) – Please submit Request Form by January 1. Article due mid-February, if approved.
- Summer (August) – Please submit Request Form by April 1. Article due mid-May, if approved.
- Fall (November) – Please submit Request Form by July 1. Article due mid-August, if approved.

CCAP receives numerous article submissions throughout the year. CCAP can not publish every request received, but each will be given equal consideration. The CCAP Editorial Board meets on a regular basis and selects article topics based on member needs and prevalent issues. If the article is chosen, CCAP staff will contact you following the review, but due to the volume of requests, CCAP is unable to contact individuals submitting topics not being used. Topics not selected for a particular article will be kept on file for one year. CCAP reserves the right to alter topic content or add additional article content to a suggested piece. CCAP cannot compensate authors for articles submitted for publication. By submitting an article, you are granting copyright permission to publish the article in the *Pennsylvania County News* and use it in other formats and platforms as desired.

Author's may request an electronic manuscript or reproduction of their article, as it appears in *Pennsylvania County News*, following publication. As part of its copyright agreement for *Pennsylvania County News*, CCAP grants the authors the right to place the final version of his/her manuscript on the author's website, subject to CCAP's standards, or in a public digital repository, providing credit is given to

Pennsylvania County News. When posted on property owned by the author (i.e. a website), the author should accompany the article with a tagline reading, "This article is provided courtesy of *Pennsylvania County News*, a publication of the County Commissioners Association of Pennsylvania. It in no way constitutes any endorsement by CCAP of the products or services offered by the vendor." The tagline should also state the issue date of the publication where the article was originally printed. The CCAP logo shall not be reproduced in any way.

- I have read the above policy and procedures.
- I would like to request an electronic manuscript/reproduction of my article, should it be published. Please send to (email address): _____

Return to: CCAP, Attention: Ken Kroski, Editor, *Pennsylvania County News Magazine*
PO Box 60769, Harrisburg, PA 17106-0769
(717) 736-4742, fax (717) 526-1020, kkroski@pacounties.org