



FLORIDA FIRE MARSHALS AND INSPECTORS ASSOCIATION

Post Office Box 325 • Hobe Sound, FL 33475
Phone: 772-349-1507 Fax: 772-546-6675
www.ffmia.org

FFMIA NEWSLETTER GUIDELINES

Publication Goals and Audience

The purpose of the FFMIA Newsletter is to educate its members on upcoming events, current topics related to the field and important changes in the industry.

The FFMIA Newsletter is distributed quarterly. Each issue of the FFMIA Newsletter provides information organized around a predetermined topic that is easily read by a wide audience, which includes Fire Marshals, Fire Inspectors, Fire and Life Safety Educators, Fire Investigators and Firefighters.

Publication Guidelines

FFMIA Newsletter articles are requested by editor, Elisa Yanes or by an appointed guest editor, and reviewed by a designated member of the FFMIA editorial team to review for content. The FFMIA editorial team will be a FFMIA Executive Board Member. The following criteria have been endorsed by the CTC:

- The editorial team reserves the right to accept or reject any article submitted for the newsletter and to edit submitted articles in any way deemed appropriate and necessary.
- Articles should be no more than 500 words in length. The editorial team reserves the right to edit articles for length, clarity and conformance with selected style guides.
- The article should have a title and list the full name and job position or title of the author(s).
- When possible, submit a photo with a full description of the photo along with names of anyone pictured.
- Footnotes and links to source materials are encouraged.
- Edited articles are not routinely returned to authors for their review. However, members of the editorial team, or guest editors, may request additional information or review from authors when they deem necessary.
- When articles are presented (either as stand-alone or point/counterpoint), we may want to include, as an editorial note, direction on how to obtain additional information, or potential websites for further information.

Web Writing Tips

Studies of how users read on the web found that they do not actually read: instead, they scan the text. Authors are asked to consider the following research-based guidelines when writing for the web:

- Limit length: When preparing information for the web, the word count should be half what it would in conventional writing.
- Write short sentences and provide one idea per paragraph.
- When logical, use lists instead of paragraphs.
- In longer articles, use sub-headings.
- Incorporate hyperlinks to other resources on our website or other websites.

FFMIA CTC (Communications and Technology Committee)
Approved 7/22/14 Email: newsletter@ffmia.org

