



ISACo County Quarterly – Contributor Submission Guidelines

Thank you for your interest in contributing to ISACo’s County Quarterly. Our publication highlights issues, innovations, research, and perspectives that help Illinois county officials lead effectively and stay informed. These guidelines are intended to ensure clarity, consistency, and high-quality content for our readers.

About the County Quarterly

County Quarterly is a publication produced by the Illinois State Association of Counties (ISACo). It features articles on public policy, county governance, finance, innovation, leadership, and topics of statewide relevance to county officials.

Submission Requirements

1. Article Topics

We welcome submissions that address:

- County governance and administration
- Legislative and regulatory developments
- County finance and budgeting
- Emerging technologies and data in local government
- Public safety, public health, and emergency management
- Infrastructure, transportation, and land use
- Intergovernmental cooperation
- Leadership and workforce development
- Case studies, best practices, and local success stories
- Research or academic perspectives related to county issues

If you're unsure whether your topic fits, please reach out—we're happy to discuss ideas.

2. Article Length

- **Standard article:** 800–1,500 words
- **Feature article:** 1,500–2,500 words
- **Executive columns or briefs:** 400–800 words

ISACo reserves the right to edit for length to fit within the publication’s 10–20 page format.

3. Writing Style

- Write in a clear, professional, and accessible style geared toward county officials.
 - Avoid overly academic language unless appropriate for the topic.
 - Use active voice whenever possible.
 - Provide real-world examples, Illinois-specific relevance, and actionable insights.
 - Please avoid promotional or advertorial content; the Quarterly is not a marketing platform.
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4. Formatting

Please submit your article in **Microsoft Word (.docx)** or **Google Docs** format and follow these standards:

- 12-point font, simple and readable (Calibri, Arial, or Times New Roman)
 - Single-spaced paragraphs with a blank line between sections
 - Headings and subheadings encouraged for clarity
 - Include your full name, title, organization, email address, and a short (2–4 sentence) author bio
 - Include any disclosures relevant to your article (e.g., professional roles, affiliations, or project involvement)
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5. Citations & Sources

- For research or data-heavy articles, please cite sources using a consistent format (APA, Chicago, or footnotes all acceptable).
- Hyperlinks may be included where appropriate.
- Ensure that any copyrighted material (charts, photos, graphics) is either owned by you or cleared for use.

6. Images & Graphics (Optional)

Contributors may submit images or graphics to accompany their article. Requirements:

- High-resolution (at least 150–300 dpi)
- JPG, PNG, or PDF formats
- Provide captions and photo credits
- Ensure permission to use images (no copyrighted content unless you own or license it)

ISACo may modify or resize images to match publication layout.

7. Editorial Review & Editing

All submissions are reviewed by ISACo staff for quality, clarity, and relevance.

ISACo reserves the right to:

- Edit for style, grammar, and length
- Adjust headlines, subheadings, and layout
- Decline submissions that are not aligned with the mission or tone of the publication

Authors will be notified if substantial revisions are needed.

9. Submission & Questions

Please submit articles by email to:

Tiffani Homer, Member Services and Communications Manager

Illinois State Association of Counties (ISACo)

thomer@isacoil.org

If you have questions about topic suitability, formatting, or deadlines, please don't hesitate to contact us before submitting.

10. Permissions & Rights

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