**Exceptional Needs Today**

**SUBMISSION GUIDELINES AND AGREEMENT**

**SUBMISSION GUIDELINES** *Exceptional Needs Today* is a bi-monthly digital publication designed to guide and support families and children with exceptional needs. Magazine readers will receive the latest news/research, expert guidance, therapies, plus advice on unique books and products. Our team aims to educate and energize families, caregivers, educators, and professionals while preparing for a healthy future. Every issue will promote awareness, acceptance, and inclusiveness for all people and will be available at no charge. We would love for you to contribute.

**SUBMISSION TOPICS**

Our team seeks your guidance on the best ways to manage diagnoses, mobility and accessibility, personal rights, educational rights, occupational therapy, resources, schools and camps, transitioning to adulthood, job opportunities, financial planning, and supporting the family/caretakers. We also welcome personal narratives.

If you have an idea you would like to pitch, please reach out to the editor-in-chief, Amy KD Tobik at [editor@exceptionalneedstoday.com](file:///C:\Users\Owner\Desktop\EXCEPTIONAL%20NEEDS%20TODAY\SUBMISSIION\editor@exceptionalneedstoday.com). We cannot guarantee all ideas or manuscripts submitted will be accepted. Be sure when writing to consider your audience, use sensitive language, and stay respectful to all people.

**PREPARING THE ARTICLE FOR SUBMISSION**

To ensure your article will be reviewed, please adhere to the following guidance:

* Submit original content not previously published or posted online
* Cite your sources at the end of the article to avoid plagiarism
* Keep your submission to between 600-1,500 words
* Submit your article in Word, if possible, using Calibri 11pt, line spacing 1.15
* Include your full name and professional title in your byline (example: Jane Smith, PhD)
* Provide a short bio written in the third person along with links and a headshot
* Photos must be high resolution and pasted into the submission. If the images include minors, permission from parent/guardian must be given for publication

**EMAIL SUBMISSION**

* Use your last name in the subject line along with the topic (example: TOBIK, Submission Guidance)
* Email to [submissions@exceptionalneedstoday.com](mailto:submissions@exceptionalneedstoday.com)

**SUBMISSION ACCEPTANCE**

If your article is accepted, you will receive an email from our team. Keep in mind your work may be edited by our professional copyeditors.

**SAMPLE SUBMISSION**EMAIL SUBJECT LINE: TOBIK Exceptional Needs Today Brings Families Together

**Exceptional Needs Today** **Brings Families Together**  
By Amy KD Tobik

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*Amy KD Tobik is the CEO of Lone Heron Publishing and Editor-in-Chief of Exceptional Needs Today. Her experience includes more than 30 years of writing/editing newspapers, monthly magazines, technical documents/manuals, books, and websites. She is also experienced in managing programs to include staff and budgets. Special interests include advocating for children, special needs families, and education.*[*https://www.linkedin.com/in/amy-kd-tobik-a8b05bb/*](https://www.linkedin.com/in/amy-kd-tobik-a8b05bb/)

**SUBMISSION AGREEMENT**We appreciate your submission to *Exceptional Needs Today*, a bi-monthly digital magazine designed to guide and support families and children with exceptional needs.

When you send us an article, poem, artwork, or photography (to be referred to as content), you agree to our submission terms, so please take a few minutes to read over the agreement below.

***Submitting your content to us implies you agree to all the terms contained in this agreement.***

1. You agree you are the sole owner and author of all content submitted, that you own all necessary rights, and the material has not been previously published or posted.
2. If you would like to reference or paraphrase content originally published by us, you agree to include the following: “originally published by *Exceptional Needs Today*” and include our website. Please do not republish your article copy in an online post or submit it to another online publication as it will create duplicate internet content.
3. We reserve the right to share the article for republishing by any of our partners.
4. The content you are providing does not defame or otherwise violate the rights of publicity, privacy, or reputation of any third party nor any copyrights or trademarks of the third party.
5. Pictures or photographs of individuals, except your minor children, must not be posted without their consent. If the images include minors other than your children, permission from their parent/guardian must be given for publication
6. We will have the license to duplicate, display, and transmit your content in all media in perpetuity.
7. Our copyeditors have the right to edit all content for clarity and to adhere to the standards of *Exceptional Needs Today*magazine.
8. Affiliate relationships between the writer and any related products/services must be disclosed in advance of content submission. *Exceptional Needs Today* reserves the right to include its own affiliate links with any submitted content and display appropriate advertising on both the magazine’s website and in the magazine.
9. You agree to indemnify to hold *Exceptional Needs Today* and Lone Heron Publishing harmless against any claims asserted by third parties that claim that an article in which the content or a portion thereof submitted by you violates their rights or from any breach by you of your promises or responsibilities under this agreement. You shall also be responsible for any costs incurred for defense or settlement of any third-party claims, including, but not limited to, *Exceptional Needs Today’s*reasonable attorney fees.
10. You confirm you are at least 18 years of age and hold the legal right and ability to enter into this agreement or that you are the parent or legal guardian of the minor submitting the content.
11. We reserve the right to publish or not publish any content submitted at our discretion.