

Manuscript Submission ***The Journal of Gift Planning***[®]

Send outlines and manuscripts to Editor, *The Journal of Gift Planning*, National Committee on Planned Giving, 233 McCrea St., Suite 400, Indianapolis, IN 46225. FAX (317)269-6268. E-mail byeager@ncpg.org. Manuscripts are considered with the understanding that they have not been previously published and are not under consideration by another publication.

Publisher's Statement of Purpose: *The Journal of Gift Planning* is provided to members of NCPG as a benefit of membership. The publication is intended to facilitate and encourage the education and training of the fundraising community.

General Policy Statement

All outlines are submitted to two members of the editorial review panel for a blind review. The outline is evaluated on its quality and appropriateness for *The Journal of Gift Planning*, based on technical accuracy, professional relevance and the publisher's general statement of purpose. It is the policy of *The Journal of Gift Planning* that all questions and disputes arising from anything submitted to, or published by, NCPG will be brought to the editor. All decisions rendered by the editor will be final.

Requirements—Outlines

Submit two copies of your outline (no more than four pages) along with a writing sample, a cover letter including your complete address, telephone and fax numbers, a one-paragraph biography (longer bios will not be considered) and a photo (passport size preferred, either black and white or four color). Indicate or include illustrative materials (for example, charts or graphs) that are available that might enhance the article. **Limit charts and graphs to no more than three per article and no more than 25 endnotes. For text in charts, use only Arial or Helvetica fonts.**

Requirements—Manuscripts

If your outline is accepted, a deadline for the final manuscript will be assigned. At the copy deadline, please e-mail a file of your article, single-spaced, using one-inch margins on all sides, no indents of paragraphs with a minimum use of bold, italic and underline. **Endnotes should be used rather than footnotes and all references must be complete. Notes should be numbered with Arabic rather than Roman numerals.**

Manuscripts should be 8 to 15 pages in length. Longer or shorter articles should be discussed with the editor. The word count should be 4,000 to 6,000 words.

Authors receive no remuneration or reimbursement for any expenses incurred in conjunction with the preparation of articles.

While there is no guarantee of publication, NCPG carefully considers each manuscript associated with fundraising and its related fields. NCPG membership is not a prerequisite. Co-

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