



A Writer's Guide to Publishing Your Story

We all have a story to tell. Share your knowledge and passion on business analysis and project management with readers worldwide. It is an excellent opportunity to share your expertise, raise your profile, help others through difficult roadblocks and inspire others to use new techniques on their projects. Let's hear your story today. This guide provides our writers with:

- ◆ How to Submit Your Article
- ◆ Publishing Guidelines
- ◆ Process for Publication
- ◆ Submission Deadlines

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Let's Hear Your Story

Share your knowledge and passion on business analysis and project times readers worldwide. It is an excellent opportunity to share your expertise, raise your profile, help others through difficult roadblocks and inspire others to use new techniques on their projects!

Earn CDUs and PDUs

Need more PDUs or CDUs to keep your certification? Writing an article is an excellent way to earn PDUs and CDUs to maintain your certification. Don't forget that reading articles or watching webinars on BA Times and PM Times are also great ways to earn PDUs and CDUs too!

Submit Your Article Today - It's Easy!

1. Write your article. Accepted formats are Microsoft Word or text.
2. Proofread and spell check using your word processor tools. We highly recommend using [grammarly.com](https://www.grammarly.com) a FREE online tool to help you proofread your article.
3. Click here to [submit an article to BA Times](#) or click here to [submit an article to PM Times](#).
4. Click "Submit Your Article Now."
5. Login or create a new account. If you forgot your password, click "Forgot Password" under the login button.
6. Click the "New Article" Button. Follow the instructions on the screen and you are all set!



Article Guidelines

1. Topics should be related to business analysis, leadership, and project management topics for a variety of industries such as finance, manufacturing, government, construction, healthcare, education and many other industries.
2. Topics should be relatable to a diverse and global community of professionals.
3. Each of our publications has monthly themes that are established by the editorial board. Monthly themes are used to create featured content which appears on the top of our web site and newsletter. **ALL** articles are welcomed for submission even if the article does not meets the monthly theme.
4. **Articles should be around 1,200 words.** This is a general guideline and we publish some articles that are less then or greater than 1,200 words.
5. Selling & marketing of tools, systems, or companies will not be considered for publication. We do provide content management marketing solutions and advertising. Please contact us to find out more about how content marketing and advertising could work for your organization.
6. **Unique, new or unpublished articles are preferred.** In today's world of social media, we understand the importance of broadcasting your content via multiple channels as a writer and encourage you to broadcast your article via your social media channels after publication on our portals. Articles that have been previously published on other sites are typically withdrawn and not published.
7. The editor will thoughtfully and fully review your article before publication. Articles selected for publication may be modified to fit our writing style preferences for publication. After publication, you may take the edited article and submit to other publications. Please be aware we do not provide editing to articles that are withdrawn or not selected for publication.
8. Articles most often selected are uplifting and positive in tone that help readers solve issues and assist in their career development.

Process for Publication



1. Submit the article via BA Times or PM Times website to the editorial team. Please use the instructions provided in the "Submit Your Article Today – It's Easy!" section. Once you submit your article, your article's status is changed to **SUBMITTED** and an email notification is sent to you.
2. Editors review newly submitted articles the last full week of the month for publication in the following month. Editors may modify your article slightly to fit our writing style preferences and tone. Editors will set the status of your article to approved or withdrawn.
3. Your article's status is changed to **APPROVED** and the writer will be sent an email indicating the article is approved for a future publication. You might see a publication date of 00-00-0001 because the publication date has not been assigned. The publication date will be assigned in step 6 and the writer will get an email with the actual publication date at that time.
4. If your article does not meet our article guidelines, the status of the article will be set to **REJECTED** or **WITHDRAWN**. The writer will be sent an email from the system to notify them of the new status. The writer will be provided a separate email that provides an explanation from an editor 5-7 business days after the article was rejected or withdrawn for publication.
5. All approved articles are scheduled for publication. A publication date is assigned to your article. Your article is assigned to BA Times portal, PM Times portal or both portals by the editorial staff. An **APPROVED FOR PUBLICATION** email is sent with the publication date to the writer.



Submission Deadlines - Editorial Calendar

Publication Month	Submission Deadline	Editorial Review	Schedule Finalized
April 2017	March 27, 2017	March 31, 2017	April 3, 2017
May 2017	April 24, 2017	April 28, 2017	May 1, 2017
June 2017	May 22, 2017	May 26, 2017	June 2, 2017
July 2017	June 26, 2017	June 30, 2017	July 3, 2017
August 2017	July 24, 2017	July 28, 2017	August 4, 2017
September 2017	August 21, 2017	August 25, 2017	September 1, 2017
October 2017	September 25, 2017	September 29, 2017	October 2, 2017
November 2017	October 23, 2017	October 27, 2017	November 6, 2017
December 2017	November 27, 2017	December 1, 2017	December 5, 2017