Articles, columns, features, and announcements should be submitted as Word attachments in an e-mail message to Dominique Thomas and Allana Zuckerman at TCP@scra27.org. Submission deadlines are:

- February 15th – Spring issue
- May 15th – Summer issue
- August 15th – Fall issue
- November 15th – Winter issue

TCP Submission Guidelines (use this as a checklist)

- Length: **Five pages** (10 pages for recurring and invited columns), **double-spaced** with no extra spacing between paragraphs
- Do not include a cover sheet or title page please.
- All articles must be in Word documents with 1-inch margins all the way around.
- Paragraphs should be left justified and the first line indented 1/2 inch.
- All text must be Times New Roman with a 12-point font – this includes titles, headings, and subheadings.
- Do NOT include pictures, tables or figures in the article. **They should be sent as separate picture (.jpeg) files.** Note where they should be placed with “INSERT FIGURE 1 HERE” or a similar notation in your article.
- Do NOT include headers, footers, footnotes or endnotes.
- All references must be in APA format
- Please include a picture of the author with the article if you would like.
- We would like for readers to be able to contact column authors. Please put your email information and an invitation to contact you into the article.
- **Finally, be sure to include:**
  - Title of the Article
  - Author Name(s) and Organizational Affiliation(s)