



Business Brief: Member Article Guidelines

Members are encouraged to submit short articles on an area of expertise that will benefit the membership as a whole. For example: business tax information, accounting, marketing, human resources, etc. are a few areas that our members, especially our small businesses could use and apply at their business.

Guidelines:

- Articles submitted are to be brief—around 200 words or less.
- The individual and business name will be printed with the article. This is not intended to be an advertisement for the business. The focus is to be informational/educational on the topic, not the business' services.
- A photo of the author is requested and will be printed with the article.
- The OACCT will try to run articles in the order they were submitted or will coordinate articles to coincide with an overall focus or theme (i.e. run a tax article prior to or during tax season).
- The OACCT has the discretion to reject/edit any article.

To submit:

- **Preferred:** Please submit your article (Word document or typed directly in an email) and photo (high res JPG/300 dpi) electronically to knelson@owatonna.org. Article submissions should be made by the 15th of the month.
- **Other:** if you're unable to email an electronic article you can submit by fax (451-7972) or mail (320 Hoffman Dr.). If you don't have a digital photo, you can submit a photo (the office can scan) or we can also take a digital photo. Call the office (451-7970) to schedule a time to get a digital photo taken.

Please call (451-7970) or email (knelson@owatonna.org/oacct@owatonna.org) the OACCT if you have any questions!