

AUTHOR GUIDELINES FOR SUBMITTING ARTICLES

VA Pro Magazine is the Number One resource for Virtual Assistants in the UK, with regular articles, how-tos, software reviews, coaching, the best marketing tips, and information to **help**, **support**, **motivate** and **inspire** one another, and also make our readers' virtual assistance business' one of the best.

Here at VA Pro, we welcome articles and resources from writers, enthusiasts, virtual assistants and business professionals with specific expertise, coaches, trainers and industry experts. You do not need to have any formal writing experience, or have been published elsewhere to contribute to the magazine.

We are looking for clear takeaway for our readers: What can they learn to improve their VA Businesses or to grow as individuals? What specific how-to tips and strategies will accomplish this? Will it inspire our readers? Will it support industry collaboration?

We are not interested in pieces that have been previously published online. All submissions will be digitally verified and unoriginal submissions will be rejected.

We're a digital publication with a modern readership who enjoy our content in a diverse range of styles.

We love to receive written articles, however webinars, training videos, audio content, visual pieces and interactive resources are also welcomed and encouraged.

If you're not a natural writer but would prefer to deliver your contribution in Audio or Video format, please do!

If you are interested in contributing to VA Pro Magazine, please fill out the form below with the relevant information.

To this end, we are keen to support our writers by including names, credits, websites, social media handles, for readers to link directly to them.

All contributions are voluntary and we do not pay for guest articles or webinars, but pride ourselves on providing a platform for contributors to showcase their skills and expertise.

Advertising

If you are a company with a product to sell, or a service that you believe will provide our readers with value and knowledge, that you are keen to promote directly in the magazine or on our website, please contact our advertising team at promotions@vapromag.com.

Editorial

Please take time to familiarise yourself with VA Pro Magazine before submitting your article, to ensure that your article is of value to our readers.

Be Objective

Our magazine is created to support and inspire members of the Virtual Assistant community in growing their businesses and supporting their clients, which means that we want to provide impartial and valuable information.

Commercial content, intended to highlight one company or institution over another, will not be published, unless it is specifically centred on a case study which provides valuable information to readers.

Be Cutting Edge

Being at the forefront of new and emerging business strategies and processes is important for our industry. Your contribution should be informing our readers about what is happening now and next, rather than what happened in the past.

Keep Your Reader In Mind

VA Pro Magazine is an informative magazine that focuses on lighter content, appealing to a broad section of virtual assistants and small business owners. Your contribution should have an informal, journalistic style.

Submission of a contribution does not guarantee publication

We receive a large number of submissions here at VA Pro, all of those submitted are reviewed, approved and formatted by our editorial committee.

As we are a very small team, it is not possible for us to respond to each and every single submission.

We can not give a specific publish date – unless your article is date oriented (e.g International women's day).

There is no need to send in a follow-up email as we will notify you if your article has been approved, also again when we have scheduled your article to be published.

Please refer to the following points before sending in your article or story to VA Pro:

Magazine

Please familiarise yourself with the style and content of the magazine before sending in any stories or article ideas.

Your article should fall under one of our 6 categories:

Selling, Lifestyle, Office Skills, Software and Technology.

As a general guide, our featured articles range from 500 words to 1,500 words. If it is too long, we may split it into a series of articles.

Format

A written article or video is acceptable.

If you are submitting a written article, please submit this in plain text format, broken up with subheadings.

See an example document [here](#).

If you are submitting a video, please ensure it is in an MP4 format and uses standard aspect ratio 16:9.

Please include a caption file in .srt format and/or a transcript if possible. The software that we recommend for this is [Rev](#):

Rev

A transcription service that will generate a time coded transcript that can be used to create captions for your video.

You can get more information from their website [here](#).

Loom

Loom is a video recording software that has a built in transcription service, but it can be a bit fiddly and is in Beta so expect some changes!

Here is some more information on transcribing in [Loom](#).

Include at least one image

Please ensure you are aware of the copyright status /Royalties of any images, articles or resources submitted.

We will ask you to prove the source or any images/resources submitted and you must cite the source if required to do so by the image owner.

Provide value

No hard selling allowed. Articles must be non-promotional.

In addition to your article, you should include a [brief description of your background](#) and a writer bio with headshot photo and link to your website and social media handle.

Cite sources for all facts and stats.

Please submit at least one high resolution image for use in the header of your article.

You are welcome to submit **additional photos** or images you feel would be appropriate to accompany the article.

The best format to submit photos and images is JPG or PNG.

By submitting an article for VA Pro Magazine, **you agree to be bound by the terms and conditions**. Be aware that if your work is selected for inclusion, that it may appear online or in print across any of our channels.

This includes our **website, blog, magazine, social media pages and promotional material**.

By submitting an article you consent for this use.

If accepted, **your article will be copy edited by our editors** to ensure it fits the house style.

If more detailed changes are required, **we will contact you** and either request you make the changes yourself, or we will do so.

Original titles or sub-headings are subject to change.

We'd like to **thank you** for choosing **VA Pro Magazine** and wish you the greatest of luck with your article!