

Written Materials Submission Instructions

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Manuscript Submission Guidelines

- All manuscripts should be submitted as a Word file. Only supplemental materials (scanned documents, etc.) may be submitted as PDFs.
- In your email, please include whether or not other presenters will be submitting additional materials. If there are multiple documents, please include your preferred printing order. If not specified, documents will be printed alphabetically by presenters' last name.
- NACUA maintains the right to reformat materials to match our guidelines.
- All manuscripts should be on an 8 ½" x 11" page with 1" margins on all sides with 12pt, Times New Roman font, and single-spaced paragraphs. Click here to view a [sample manuscript](#).
- NACUA is committed to fostering an inclusive environment for our members. Our core values of diversity, inclusiveness and respect are the foundation of our consideration to providing accessible materials to all members, including those with disabilities. In preparing materials for your session, we kindly ask that you consider these NACUA values by utilizing the following guidance to make your documents accessible, specifically to screen reader software. For more information on how to make documents accessible visit [The National Center on Disability and Access to Education](#).

Practice Aid Submission Guidelines

- Please provide a table of contents which specifies the document order if your materials include more than one document. Click here to view a [template](#).
- You may submit manuscripts in color; however, all reproductions will be in black and white. Make sure that the legibility of a document will remain intact before you submit colored materials.
- Whenever possible, please submit documents as a Word file. Only supplemental materials (scanned documents, pdfs from external sources, etc.) should be submitted as pdfs.

Use of Materials

- Written materials will be made available electronically to all conference and workshop attendees prior to the program and will be posted digitally through NACUA's online platform at the conclusion of the Annual Conference or CLE. Following the program, attendees will have the option to purchase hard copy materials as part of a binder.