

***EA Journal* Editorial Guidelines**

*EA Journal* welcomes contributions from members and nonmembers. Articles published deal with issues in the tax profession, particularly from the enrolled agent’s point of view. Articles should be based on **federal** tax law and not state tax law.

Most issues of *EA Journal* magazine have feature articles that are decided in advance; contact the managing editor for upcoming editorial information.

The magazine format includes feature and department articles that focus on tax law updates and tax issues, practice management, advocacy and government relations, and association governance. Each issue also contains a test that qualifies for either two or four hours of IRS-approved continuing education (CE), which consists of questions based on tax-related content in the issue's feature articles. *EA Journal* CE tests are offered online. CE credits may be earned up to 18 months after the publication of the issue.

It is *EA Journal*’s editorial policy to publish articles that are written in a clear and concise style in order to bring the article’s message to magazine readers. Contributors are encouraged to personalize their articles and to write articles that reflect what is important to tax professionals. When writing from experience, include information that readers can adapt to their own situations.

If applicable, include the monetary costs and any problems or benefits involved. *EA Journal* does not publish articles that are self-promotional or market a product or service available from a vendor.

Articles should be double-spaced in Microsoft Word format. Feature articles should be 2,000 to 2,500 words, while articles for departments should be 1,000 words. Use headings and subheadings to ensure readability. Charts and graphics that help explain the content, along with high-resolution color digital photographs and captions, are encouraged if they illustrate points in the article. If applicable, endnotes/footnotes should be numbered consecutively in the text and listed separately at the end of the article.

The article should include the title along with the author's name, author’s title, complete postal address, and email address. Include a three to four sentence biography and high-resolution digital color photograph (at least 300 dpi) of the author. If there are coauthors, respective titles, addresses, biographies, and photos should be indicated clearly.

Authors must submit 10 CE questions (five questions for Tax Court, four questions for Your Questions Answered, and five questions for Payroll Corner) with their articles in the following format:

*CE Test Question Format*

* Bold the number and question, as well as A., B., C., and D.
* Provide the answers to the questions upon submission to the magazine managing editor, highlighted in yellow.
* Do not write true/false questions (they are no longer permitted by IRS).
* [Additional CE Test Questions Guidelines](http://docs.ceprovider.us/public/IRS_Word_Count_Formula.pdf).

Articles submitted that do not adhere to these guidelines will be rejected.

If there is a change of title or address while the article is in the process of being published, the managing editor should be notified as soon as possible. At the time the article is submitted, the managing editor should be informed if it has been published or submitted to other magazines or publications.

It is understood by the contributor that all articles are subject to revisions by the managing editor, the Editorial Advisory Board, and NAEA’s Education Committee and the right of publication in any language or form is reserved by the magazine.

A short production schedule typically prohibits sending authors the page proofs of articles that are ready to go on press. However, if schedule permits, checking copies of articles are sent to authors after the editing process has been completed for the completeness and correctness of the text, tables, and figures.

Unless an author makes a request in writing to retain the copyright to an article, it is assumed that the article belongs to the magazine. Please submit a signed and completed NAEA Author Copyright Release form along with your article.

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