



BIO FAQ

1 Why aren't my titles capitalized?

Unless the title precedes the name, as in President George Washington, all titles are correct in lowercase format. For example, George Washington is the president. For more information about this rule, you may visit www.grammarbook.com/punctuation/capital.asp

2 Is the 15-day deadline for bio revisions flexible?

In most cases, it is. Simply email our production coordinator, Staci (staci@thetop100magazine.com) to ensure that there is time before production begins. Please note that while we do send reminders if we haven't heard from you, it is your sole responsibility to review and approve your bio in a timely fashion. If we do not receive your approval by the time production starts, we may either move you into the next edition or use the initial bio draft for your magazine feature.

3 Can I do my revisions over the phone?

It is very important for us to retain revisions in written form; therefore, we require all revisions to be made to the bio draft document and submitted via email in the same format.

4 What if I don't have Microsoft Word?

If you do not have Microsoft Word, you can use Google Docs. Revisions should not be submitted in the body of an email or as a PDF.

5 How many times can I make changes?

Be sure to thoroughly review each draft as we can only accommodate two rounds of revisions. Once we receive your approval and the bio is finalized, we cannot accept additional changes. If you must clear the bio with your compliance team, please submit your revised draft to them before approving it with us.

6 My bio draft went to my spam folder.

Be sure to add staci@thetop100magazine.com to your safe senders list. Your bio drafts and magazine proofs will come from this email address.

7 What if I have other questions?

Our production coordinator, Staci, will serve as your primary contact from the time you receive the first bio draft, until the magazine is issued. Please submit all questions via email to Staci.

8 My bio is at the allotted word limit, but I want to include more information.

As long as production has not begun, we can allow feature upgrades. Simply let Staci know and she will assist you.

9 When can I submit revisions or questions by email and receive a quick response?

Staci is available from Monday through Friday, 9:00am to 5:00 pm EST. Typically, you will receive an email response within an hour or two, but during especially busy times, it may take up to 24 hours.