

Information Management magazine — 2011 Editorial Schedule

January/February 2011 (Print)

Information Governance (Accountability, Implications, Regulations)

RIM Fundamentals feature: Records lifecycle and the role of retention and disposition

Editorial submission deadline..... Oct. 22, 2010
Ad space deadline.....Nov. 9, 2010
Ad materials deadline.....Nov. 23, 2010
To mail by..... Jan. 4, 2011
Days Out: Nov 4-11, 2010 (ARMA Conference, Calif., Nov. 7-10); Nov. 25-26 (Thanksgiving), Dec. 24-Jan. 1 (Christmas/New Year's)

March/April 2011 (Print)

Marketing / Aligning RIM (RIM as a Resource, Increasing Visibility)

RIM Fundamentals feature: Records management and why it's important

Editorial submission deadline..... Jan. 7, 2011
Ad space deadline..... Jan. 28, 2011
Ad materials deadline..... Feb. 11, 2011
To mail by..... March 4, 2011
Days Out: Dec. 24-Jan. 1 (Christmas/New Year's); Jan. 17 (Martin Luther King Day)

Electronic Issue - May/June 2011

Standards and Best Practices (i.e., ISO 15489, MoReq 2010, Policies)

RIM Fundamentals feature: Differences between standards, technical reports, guidelines, best practices

Editorial submission deadline..... Feb. 25, 2011
Online ad space deadline..... April 1, 2011
Online ad materials deadline..... April 15, 2011
Online by May 2, 2011
Days Out: Apr. 24 (Easter)

July/August 2011 (Print)

Technology (Tool Gaps, Tips and Tricks, Cloud Services Update)

(Pre-Conference Issue, includes Conference Brochure Supplement) – issue polybags

RIM Fundamentals feature: How records, document, and content management technologies differ

Editorials submission deadline..... April 22, 2011
Ad space deadline..... May 13, 2011
Ad materials deadline..... May 27, 2011
To mail by..... July 1, 2011
Days Out: May 30 (Memorial Day)

September/October 2011 (Print)

Compliance and Risk Management (Regulations, Tools, Technologies, Strategies)

(Conference Issue – October 16-19, 2011, District of Columbia – to GES Warehouse by October 12)

RIM Fundamentals feature: How to conduct a records inventory to develop a records retention schedule

Editorial submission deadline..... June 24, 2011
Ad space deadline:.....July 15, 2011
Ad materials deadline:.....July 29, 2011
To mail by:.....Sept. 2, 2011
Days Out: July 4 (Independence Day)

Electronic Issue - November/December 2011

Business Continuity Planning (Vital Records, Planning)

RIM Fundamentals feature: Define vital records and methods for protecting them

Editorial submission deadline:.....Aug. 19, 2011
Online ad space deadline:..... Oct. 7, 2011
Online ad materials deadline:..... Oct. 21, 2011
Online byNov. 1, 2011
Days Out: Sept. 5 (Labor Day); Oct. 13-20, 2011 (ARMA Conference, District of Columbia, Oct. 16-19)

Deadlines (number of weeks before mail date): Editorial - 10; Space – 7; Composition – 6; Materials – 5; Press – 2

Current 8/3/10