

# Dear Team,

We hope this message finds you well. We are writing to inform you of important changes to our editorial guidelines that will take effect starting next month.

## Key Changes:

- **Content Focus:** Emphasis on diversity and inclusion in all articles.
- **Word Count:** Maximum word count for features has been adjusted to 1500 words.
- **Submission Deadlines:** All submissions must be in by the final Friday of each month.
- **Style Guide:** Adhere strictly to the updated APA style guide for citations.

We believe these changes will help us enhance the quality and relevance of our magazine. Please review the detailed guidelines attached to this email and feel free to reach out with any questions.

Thank you for your continued hard work and dedication.

**Best Regards,**

[Your Name]

[Your Title]

[Magazine Name]