

Magazine Guidelines

General Guidelines

1. Please keep articles within 1 -2 paragraphs
2. Articles and pictures should be sent as soon as possible after the event.
3. Articles and pictures will be considered for publication according to the date received, space available, and content (i.e. Featured theme or project). Please note that some articles may be held for future publication.
4. If an article is inappropriate for publication, the editor will notify you.
5. Articles MUST be typed or legibly printed.
6. No pictures will be returned.
7. Always be mindful of the requested submission dates for materials. Sending materials early will help avoid the rush!
8. Please double check the submitted material for correct event information, correct names and titles in the picture(s), spelling, grammar, and clarity of the picture. Remember that you are an extension to the staff regarding editing!
9. Please include the following information on the enclosed form with all articles:
 1. Chapter Name, Number, Region
 2. Title of the article as it will appear in the newspaper
 3. Date submitted; note if a picture is submitted or not
 4. Reporters name, address, phone number, and email.

How To Submit Your Articles

1. Email is preferred!
2. It is preferable to have articles created in Microsoft Word format and submitted with pictures via email to: dianahlavsa@gmail.com
3. The editor will acknowledge receipt of all emails within one week. If you do not receive an acknowledgement, your email may not have been received. Please follow up with a call to Diana's cell phone at 724-493-8569. Please know that she works from 7:45 a.m. until 3:45 p.m. on weekdays and does not answer her cell phone while at work. If you leave a message, please speak clearly and leave your name and phone number with area code.
4. Items can also be submitted by US mail to:
Diana Hlavsa, Editor: 410 Timber Drive, Trafford, PA 15085

Pictures

1. Digital photos must be in .jpg, .png, or .tiff format. I will even accept texted pictures. Just make sure the text includes the information for the article
2. Printed photos must be printed on photo paper. Original pictures are reproduced with more success than reproductions. Newspaper clippings or pictures on copy paper will not be published. Pictures printed by your printer on quality photo paper will be accepted, pending quality.
3. Please look carefully at all pictures as you take them or before submitting them, and note the following:
 - *Look at the picture as if you are not familiar with those in the picture. Would you be able to see everyone?
 - *Ensure there is a border of background (space) around each person. We cannot fix a picture if someone is cut off.
 - *Look for a glare from a flash. (in someone's glasses, in background windows, mirrors, etc.)
 - *Look at people pictured in the shadows. While we can brighten photos, we cannot totally eliminate shadows.
4. Please do not write on the front of the picture! If you write on the back of the picture, be sure to do so lightly.
5. Please identify those in the photograph as follows, always from left to right: "First Row: Mary Smith, W.M.)" Continue with names and titles in order in which they appear, followed by the second row, etc.
6. Please make sure all names are spelled correctly and current titles are listed correctly.
7. Lighter backgrounds work best for publication. People tend to get lost in darker backgrounds when reproduced on newsprint, and they cannot be lightened sufficiently to compensate for this effect. If a picture is too dark when printed in the newspaper, it will appear darker, smudged, or "over printed."

Following these guidelines will help us to deliver just that. Please help us by sharing this information with the appropriate Sisters and Brothers in your region. Thank you!

Editor:

Diana Hlavsa
410 Timber Drive, Trafford, PA 15085 email: dianahlavsa@gmail.com cell: (724) 493-8569