

## 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:
  - A. Chapter Name, Number, Region
  - B. Title of the article as it will appear in the newspaper
  - C. Date submitted; note if a picture is submitted or not
  - D. 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 the contact information below.
3. The Editor will do her best to acknowledge your email within 1 week of submission, please contact Editor via phone if you do not receive acknowledgement and need verification your article has been received.

## Pictures

1. Digital photos must be in .jpg, .png, or .tiff format. If you cannot email or send a physical picture, please contact Editor for alternative methods.
2. Printed photos must be printed on photo paper. Original pictures are reproduced with more success than reproductions.
3. Newspaper clippings or pictures on copy paper may not be published. Pictures printed by your printer on quality photo paper will be accepted, pending quality.
4. 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' glasses, in background windows, mirrors, etc.) • Look at people pictured in the shadows. While we can brighten photos, we cannot totally eliminate shadows.
5. 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.
6. 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.
7. Please make sure all names are spelled correctly and current titles are listed correctly.
8. Lighter backgrounds work best for publication.

Note: Editors of the Magazine will do their best to make sure every article submitted is published but may need to eliminate multiple pictures, shorten text, etc to ensure there is adequate space for all that is submitted.

Thank you!

Editor 2021-2022

Stacy Anthony

2300 Valley Road

Harrisburg, PA 17104

email: [paoesmagazine@gmail.com](mailto:paoesmagazine@gmail.com)

cell: (610)451-8137