

## **GUIDELINES FOR WRITING AND SUBMITTING NEWSLETTER ARTICLES**

These guidelines are just that - a guideline.

Any article can be submitted in hand writing, photocopy or by computer file. The purpose of the article is to share the experience with others and perhaps encourage them to partake in the workshop should it arise at another time.

Please create the piece without formatting it. For example, that means:

- No spacing (other than two spaces after a period and one after a comma)
- No bullets (as used here!)
- Use plain text (not **bold** or *italic* or underlined)

Articles for the newsletters about workshops should be about the experience and not an example of "how-to". It is good to include some interesting ideas and use the pictures and text to tell the story. This should not read like a handout.

Try to keep the Meeting Program articles to half a page or about 500 words.  
Try to keep Workshop articles to about two pages total including pictures.

Exposé articles (articles on individual members) should be one page, if possible.

Do not use Adobe (T.I.F.F.) or PDF as they are not conducive to Charlotte's computer.  
When possible always send digital pictures

Send finished articles and pictures by e-mail to [chaw@shaw.ca](mailto:chaw@shaw.ca) as soon as possible for editing and inserting into the newsletter.

Beware of copyright infringements and don't submit anything without authorization. Some examples might be artwork of the instructor or logos at conferences etc. This will help the editor immensely as she does not have time to run around and get permission etc.

### **PICTURE TAKING TIPS**

Always photograph the instructor.

Take pictures of the artwork straight on and not at an angle.

Keep notes of whom you are taking a picture, details about the work or event and items of which you are taking the pictures.

Submit the notes separate from the photos when submitting the pictures.

Submit the pictures at full resolution. Do not shrink them for e-mailing.

If you have to scan a photo/artwork, it must be 300 dpi.

Pick only the best and clearest photos. Choose the interesting ones with details on the techniques and artwork. These pictures should have continuity with the article.

Coordinate if you can with the author of the newsletter article.

Credit the artist.

Keep on keeping on. You are doing a good job.

Please call Charlotte @ 250-245-5960 if you have any questions.