

## Ventura County 99's Editorial Reminder/Checklist

Thank you for volunteering to write an article for our newsletter! We hope this checklist will serve as a reminder for your article and provide you with the specifications that are needed to help make our editor's job easier!

Article Name or Event: \_\_\_\_\_

Due Date of Article: 25<sup>th</sup> of the month      Enter Due Date: \_\_\_\_\_

### PICTURES

- Pictures say 1000 words so send several
- Color
- 4x6 size is preferred
- 300dpi (should be set already for most cameras)
- File size should be no bigger than 5MB for each picture
  - o Email separately if the file is 3MB or greater

### ARTICLES

- Put your name on the article submission - no name means no credit for the article
- For feature articles, please provide +/- 1 page (this is better as a MS Word file so you can see how much fits on a page but our Editor will accept an email)
- For notices, reminders, updates, or events please provide 3 sentences to a half page. You can send this in email or MS Word format.
- Note: Editing happens...too long, too short, spelling, punctuation, etc. so don't get your feelings hurt if your article is revised. The editor is not responsible for hurt feelings!

### SUBMISSION

- Send your articles and pictures via email to Vtailpat at aol.com (Type it the way you do an email address with an @ sign between the name and aol.com. We aren't doing it here because this is posted on our website and we don't want her to get spammed).
- Put in the subject line of your email: "**VC99s article/pictures**"
- If you need to send pictures or the article via snail mail, then email Vtailpat and ask for her address

**Thank you for supporting our newsletter!**