

## Clumber Chronicles Content SUBMISSION GUIDELINES

August 2017

It would be very much appreciated by the Layout and Editorial volunteers if these guidelines could be utilized. In order to produce the issue in the most *efficient* way possible. Other formats make it very difficult to format the book and in the end takes up valuable page space...especially for the thing everyone loves best...PICTURES!!

- Word Document (not a PDF)
- Document **must be** sent *via an attachment* NOT in the body of an email
- Single space
- No BOLD; NO Caps
- No changes in typeface or headings
- FONT: Times New Roman
- Point Size:10 point
- Style: basic paragraph
- No additional indents other than paragraphs - other items can be in list form
- WORD COUNT: \_\_\_\_\_TBD\_\_\_\_\_
- Photographs: print quality 300 dpi or of sufficient size to assure print quality
- Submit TEXT and Photographs as SEPARATE files in the same email
- Label text and photographs with the SAME TITLE
- Subject line of email submission must include: name of files; date of intended Chronicles issue