

THE Camptonville Courier

Connecting the Community
Since 1997



PO Box 32, Camptonville, CA 95922
camptonvillecourier@gmail.com

Submission Guidelines

General:

1. **Submissions are due by the 18th of the month.** To receive the email reminder sent out on the 10th of the month, contact the Editor at: camptonvillecourier@gmail.com.
2. Articles received after the 18th may or may not be accepted, or might be postponed to the next month.
3. **350 word maximum**, unless pre-arranged with the Editor. This is about a column. All articles may be edited for length, grammar, or clarity.
4. Handwritten articles are welcomed.
5. All content must align with *Courier* Editorial Guidelines.
6. **Coverage of Events:** Event sponsors are responsible for taking photographs and writing articles about the event. *The Courier* does not send a photographer to events. However, you are welcome to call the Editor and if a *Courier* staff member is planning on attending your event, you may arrange with them to take photographs.
7. **Email submissions to:** camptonvillecourier@gmail.com

Specific Formatting

1. Word Documents only please.
2. Send article as an attachment or include in the body of your email.
3. Font and size: use whatever you like. Our publishing program standardizes everything.
4. Titles: Please suggest a short title, though it may be changed.
5. Bylines: All articles must have the author's name and organization/title if appropriate.
6. Single space after a period. Like this.
7. Photographs and Graphics: JPGs should be 300 dpi or larger.
8. Ads: JPGs preferred or clear, hard copy. Ad rate sheet is on www.camptonville.com
Business card size: 3.5"W x 2"H
Double size ads: 3.5"W x 4"H
9. Parent permission is required to publish photos of children through high school age. Send written or emailed permission to the Editor along with photo. Annual permission given to Camptonville School to publish a child's photo also includes publishing in *The Courier*, unless parent indicates otherwise.

Though not required, following these additional formatting tips will make the Editor and Copy-Editor/Proofreaders very happy:

1. Be concise! Avoid thick, lengthy paragraphs. Cut out unnecessary words.
2. Readers may only read the first few lines, so put the most important content at the beginning.
3. Events: Include date, time, place, and contact information.
4. Spacing: single-spaced lines preferred.
5. Indent five spaces with each new paragraph. No line space between paragraphs.
6. Single space after a period, colon, or semi-colon. Many of us were taught to use two spaces. Please don't.
7. Commas: In a string of items separated by commas, please include a comma after the last item. Example: *The three primary colors are red, blue, and yellow.*
8. ALL CAPS, **bold**, *italicized*, and underlined words, as well as excessive !!! will probably be changed to regular text. Please use sparingly.

The Courier's Mission and Editorial Guidelines posted on www.camptonville.com contain helpful information on the content of articles. To request a copy, email camptonvillecourier@gmail.com or call 288-3479.

We will try to accommodate reasonable requests, so please contact the Editor, Shirley DickKard, with your questions or requests at the above numbers.

We look forward to your contributions to *The Camptonville Courier*! Thank you.

