

## Submission Guidelines

### General:

1. **Submissions are due by the 18<sup>th</sup>** of the month before publication.
2. Email reminders are sent on the 10<sup>th</sup>. To be put on the reminder list, contact us at: [camptonvillecourier@gmail.com](mailto:camptonvillecourier@gmail.com).
3. **350 word maximum** (about one column), unless pre-arranged with the editor.
4. All articles may be edited for length, grammar, or clarity.
5. Handwritten articles are welcomed.
6. **Bylines:** All articles must have the author's name and organization/title if appropriate.
7. All content must align with our Editorial Guidelines (see below).
8. **Email submissions to:** [camptonvillecourier@gmail.com](mailto:camptonvillecourier@gmail.com). Send as an attachment or include in the body of your email. Or mail to: PO Box 32, Camptonville, CA 95922 so that it arrives by the 18<sup>th</sup>.
9. **Coverage of Events:** *The Courier* does not send staff members to events. You are responsible for photographs and articles about your event.
10. **Written parent permission** is required to publish photos of children up to high school age.

**The Courier's Mission, Editorial and Submission Guidelines, and Ad Rate Sheet are posted on:**  
<https://courier.camptonville.net/p/welcome.html>

### Specific Formatting

1. Format: no requirements for font or size.
2. Photographs and Graphics: JPGs should be in the largest resolution possible – at least 300 dpi.
3. Ads: Send as JPG.  
Business card size: 3.5"W x 2"H  
Double size ads: 3.5"W x 4"H

### Additional tips:

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. Single space after a period, colon, or semi-colon. Many of us were taught to use two spaces. Please don't.
5. Commas: please include a comma after the last item in a series. Example: *The three primary colors are red, blue, and yellow.*
6. ALL CAPS, **bold**, *italicized*, and underlined words, as well as excessive "!!!" may be changed to regular text. Please use sparingly.

We try to accommodate reasonable requests and look forward to your contributions to *The Camptonville Courier*!