

FEDERATION OF BWAs NEWSLETTER GUIDELINES

Please do not panic about these guidelines; they are guidelines and I will do my best to work with whatever comes in from the units. However, these basic guidelines are recommended for articles and photos being submitted.

Page 1 Usually message from President; if no message can be special event article

300 to 350 words / 1 to 3 photos / 12 point Arial Narrow

Pages 2 - 4 One half page article from each unit summarizing activities

Can be less than half page if necessary

250 to 300 words / 12 point Arial Narrow / 1 photo / fewer words, add photo

Layout was 11 x 17 (2 pages) folded in half but may be printed as 8.5 x 11 (2 or 3 pages, print both sides of paper)

FOR WEB SITE: Newsletter will be processed as individual pages in PDF format that scroll down for posting on the website. Jo will do this and email to the Federation Web Master upon approval from President.

Add up to 2 pages for special events as directed by the President (1 page printed front and back)

Newsletter is usually 4 pages but the limit is 6 pages for newsletter unless President directs otherwise.

REMEMBER: More photos, fewer words... More words, fewer photos...

Articles are to be submitted in .doc format. **Please do not submit PDF format files.** PDF files cannot be adjusted to fit the layout.

Articles and photos should be sent as separate attachments; articles as .DOC files and photos as .JPG files. Please do not put the photo in the text of the articles.

Photos will be sized or cropped as needed.

CALL FOR ARTICLES: President sends out notice to units that articles are due and should be emailed to Jo desMarets at purpleldy2@aol.com. Subject line must include the name of the unit.

DEADLINE: to be set by the President; I can do the newsletter in 3 days, or less, depending on my schedule if everything has been submitted.

The newsletter is published in the Spring and Fall of the year.

It will be up to the unit whether or not to put identifying information (names) with the photos unless the Federation has guidelines for publicly indentifying people in photos. If there is a policy for this, please let me know.

If there are any questions about these guidelines, do not hesitate to let me know.