

(Guidelines page)

Over The Bow Submission Guidelines

How to properly submit articles for “Around the District” Division Activities Section are helpful tips to ensure your submissions are properly credited and published in *Over the Bow*

Preparing Your Article for Submission:

Please submit all articles in the following format:

As a WORD document (.doc files) or in Rich Text Format (.rft)

Please, DO NOT submit PDF files.

At the **top** of the document please write “**Submitted By:**” and your name and title

If someone other than you wrote the article, please give the authors name & title.

If photos will be included, please give the name(s) of the photographer(s) if it is someone other than you.

Please **do not use ALL CAPS anywhere within your submittal.**

Submissions using all caps will not be published.

Preparing Photos for Submission, Here are some guidelines for submitting photos. Using these tips will help achieve a better-looking photo when *Over the Bow* is printed. Digital photos are preferable

Please send **un-retouched, un-sized** original digital photos.

Include your photo captions within the same WORD document that contains your article. (Not as a separate WORD document!) This ensures that your captions do not get separated from your photos and articles. Make sure you are clear when noting which photos go with which captions.

An action photo, rather than a posed photo, is more desirable.

Check photos of members for uniform violations. (Uniform shirts not tucked in, PFDs not worn, etc)

Submitting Your Article and Photos:

Please attach the WORD document to the e-mail, instead of pasting the article into the body of the e-mail.

Any photos should be emailed as attachments as well. **DO NOT** place photos within your WORD document.

Send email submittals to: CGAUXBROWN@yahoo.com

Visit the “A” Department, Publications section, on the national website for tutorials on journalism and digital photography.