

Guidelines for Madrona News Contributors

Please observe the following guidelines when submitting an article.

1. Use (or save to) Word for Windows or Mac (any version)
2. provide a title; do not put it in bold, italics, caps or in a header box
3. beneath the title, provide your name and your street name in italics, e.g., *By Joanne Brown, 35th Avenue*
4. the font type does not matter, but Times Roman 12 consumes least printer ink
5. the editor typically recommends a word count for your article; try to stay within those parameters
6. when appropriate, e.g., for an event or activity, conclude the article with contact information of a name, telephone or email and/or a website for additional information
7. if you are attaching a photo, please send high resolution photos of 300 dpi or higher. We find that photos from albums such as Picasa and many website photos have 70 dpi and those are not acceptable for a printed publication.
8. *Madrona News* volunteers are professional writers and editors who will edit and copy edit your submission for consistency with MN conventions and/or to clarify or streamline prose.
9. Publication of articles and photos is dependent on space available.