

# Newsletter Submission Guidelines

The Editor of *Columbus Outdoors* would like to clarify the guidelines regarding newsletter submissions. These guidelines are to benefit everyone who receives our newsletter, participates in our activities, oversees activities (i.e., Activity Leaders), submits items to the newsletter, as well as to the Editor herself. **Additionally, ALL submissions must substantially relate to Columbus Outdoor Pursuits' mission of providing outdoor recreation and education.** Contact the Editor or the COP office for any questions regarding this policy.

These submission guidelines are summarized on page 3 of the newsletter, *Columbus Outdoors*.

## I. Deadline

**ALL submissions (and I mean EVERYTHING) need to be received by the Editor by 11:59PM on 5<sup>th</sup> day of the previous month.** Late submissions, even those submitted close to the deadline, jeopardize the timeliness of the publication in paper as well as on the web. The Editor will use her discretion to accept, reject, or postpone publication of item(s) that miss the deadline, based on space constraints and/or timely delivery of the newsletter to the Printer. In other words, if a submission is late, there is NO guarantee that it will make it into the current month's newsletter.

## II. General Articles

**The Editor will accept articles, classifieds, and photos from the general membership each month by any of the following methods:**

1. electronic files sent via email at editor@outdoor-pursuits.org
2. delivered to the office (and placed in the "Newsletter" box)
3. mailed to the PO address

The Editor welcomes submissions from the COP readership. COP should encourage submissions by making the process easier for the membership.

## III. Photos

The Editor highly encourages photo submissions of COP activities and members participating in these activities! Color images are preferred; however, black and white photos will be accepted. Please submit captions with your photos. Additional photo guidelines follow:

- *Paper photos & film:* Photos and/or film (positive or negative) should either be delivered to the office (call 614/447-1006 first), or mailed to the post office address listed below. Please provide a mailing address if you would like your photos returned.
- *Scanned paper photos:* Images should have a minimum resolution of 150dpi, preferred 300dpi.
- *Scanned film (35mm positive or negative):* Images should have a minimum resolution of 1200dpi, preferred 2400dpi.
- *Digital (camera) photos:* Images should have a minimum pixel size of 1024x768.
- All electronic images should be sent via email to the Editor address below.

All electronic cover photo candidates should target the preferred resolutions as given above. Questions regarding photo submissions should be forwarded to the Editor.

## IV. Activity Schedule Items

**The Editor will accept Activity Schedule Items ONLY from the Activity Leader or an appointed Activity Schedule Coordinator in electronic format to editor@outdoor-pursuits.org.**

The reason for this guideline is twofold:

1. Activity Leaders should have oversight of events that form the framework of their activity. A critical part of this objective is knowing what events are occurring and who is leading those events. Having all schedule items flow through the Activity Leader or Schedule Coordinator ensures that this is happening.
2. Having all schedule items for an activity sent by one person helps ensure that submissions are not overlooked and/or dropped from the newsletter. Receiving multiple e-mails for the same item from several people can be confusing and increases the chance that item(s) will be overlooked or will be published incorrectly.

Currently, these are the contacts for Activity Schedule Items:

|                     |              |              |  |
|---------------------|--------------|--------------|--|
| <u>Backpacking:</u> | Kim Hiser    | 740/666-1509 | backpack@outdoor-pursuits.org                            |
| <u>Bicycling:</u>   | Bob Waddell  | 614/871-7965 | bikinbob@wowway.com                                      |
| <u>Boating:</u>     | Toni Hartley | 614/523-3191 | toni_hartley@hotmail.com "COP Boating" in subject line   |
| <u>Caving:</u>      | Sheila Sands | 937/644-9152 | caving@outdoor-pursuits.org "COP Caving" in subject line |

|                           |              |              |                             |
|---------------------------|--------------|--------------|-----------------------------|
| <u>Climbing:</u>          | Tom Lester   | 740/927-8106 | tlester@megsinet.com        |
| <u>Inline Skating:</u>    | Glenn Beachy | 614/268-4904 | winter@outdoor-pursuits.org |
| <u>Hiking:</u>            | Pete Rogers  | 614/873-1530 | hiking@outdoor-pursuits.org |
| <u>Winter Activities:</u> | Glenn Beachy | 614/268-4904 | winter@outdoor-pursuits.org |

Schedule items sent by those not on the above list will be refused, but with a note to the submitter explaining why. This note will also be copied to the Activity Leader.

To make it easier for the Activity Leader/Schedule Coordinator and the Editor, please use the following:

- Style formatting (e.g., bolding, italics, font type, etc.) is not necessary for schedule submissions (or any submissions). Plain text, either in a MS Word document or even in the body of an email is sufficient.
- Use the following order for each schedule item:
 

|                                   |                  |   |
|-----------------------------------|------------------|---|
| Activity Title                    | Activity Date(s) | <i>(on same line)</i>                                       |
| Short Description                 |                  | <i>(one paragraph only)</i>                                 |
| Leader Name & Contact Information |                  | <i>(on last line, each leader listed on separate lines)</i> |
- Please list repeating items first (e.g., weekly bike rides, pool/ACBE sessions, Membership/Executive Board meetings, etc.) then list individual events in date order.
- The Editor does prefer complete schedules each month, including any events carried over from the previous month. However, she will accept updates in piecemeal fashion. Schedule submissions need to be clearly marked "COMPLETE" or "UPDATE" so schedules items are not dropped from the newsletter.

## V. Classified Ads

**Classified ads will be accepted by members only.**

Placing these ads is a benefit of membership. Members may place two (2) ads of sixty (60) words or less each year. Include your name and membership number when you submit your ad.

## VI. Commerical & Non-Profit Advertising

The Editor can accept paid ads that are "substantially related" to our mission. All ads must be approved by the Editor. Contact the Editor or the COP office for guidelines and current rates.

## VII. Formatting

**Stylistic formatting (e.g., bold, italics, capital letters, font type & size, color, etc.) for text submissions, other than paid advertisements, will NOT be preserved.** The Editor is standardizing the look of the newsletter content and preserving consistency from month-to-month. This means that formatting will be applied in a consistent manner to ALL (non-paid advertisement) submissions when the Editor compiles the newsletter. So, plain text submissions are preferred. However, the Editor will try to preserve content-based formatting (e.g., special spacing, paragraph breaks, bulleting, outlines, etc.) as space constraints allow.

## VIII. Acknowledgement & Delivery

- The Editor will acknowledge receipt of ALL electronic newsletter submissions, including general articles and photos, activity schedule items, and classified ads.
- The Editor will notify submitters if their submission will be refused or postponed and why.
- The Editor will provide a timely newsletter to the Printer and Webmaster w/ the hopes of paper delivery by the 1<sup>st</sup> of the month. (Realize that *timely delivery* of the paper edition requires coordination/cooperation of the Printer, the Mailing House, and the Post Office – all after the newsletter leaves the Editor's hands.)

## IX. Send Material To (in order of preference)

Email: editor@outdoor-pursuits.org

Deliver: 1525 Bethel Rd (office, call 614/442-7901 first)

Mail: Columbus Outdoor Pursuits, Attn: Newsletter, PO Box 14384, Columbus, OH 43214-0384

## X. Questions?

**Questions, comments, suggestions of the above guidelines or any issue regarding COP Media communications can always be forwarded to the members of the Media Committee:**

|           |              |                                |              |
|-----------|--------------|--------------------------------|--------------|
| Editor    | Ann Gerckens | editor@outdoor-pursuits.org    | 614/771-0679 |
| Webmaster |              | webmaster@outdoor-pursuits.org |              |