

Guidelines for Club and Association Reporters

- 1. All articles are due the first day of the month because the magazine needs to be ready to go to the printer around the 15th. Items sent in after the fifth day of the month may or may not get in.**
- 2. Type everything into your e-mail or send a Microsoft Word document. Do NOT send charts. They are not always compatible between computer programs or between PC's and Mac's. (When incompatible programs meet, they make those charts look REALLY silly.)**
- 3. The word limit for club articles is around 150 words. A few over that works, but 300-500 word articles are more than a few words over. If we don't have the space that month, then the editors are left choosing what part of the writer's article to cut, and it may end up being the part that's most important to that writer.**

Items need to be sent in by e-mail, but if your reporter does not have access to this, perhaps another club member or the area reporter might volunteer to help out. If a club has no way to send an article or picture by email, the editor will type it for you and can scan pictures. However, please mail the material early. The enjoyment of writing and the enjoyment of technology do not always go hand-in-hand.

Duties of Area Reporters

- 1. Notify clubs in your federation when it's your federation's turn to send in pictures and recipes. If needed, please try to round up some.**
- 2. Periodically check to make certain federation information in the magazine is correct.**
- 3. Some clubs want to send their articles to their area reporter first or need the area reporter to type an article. If it's agreeable to both parties, this is okay.**