

Submitting Newsletter Articles

Submit articles for the newsletter in plain text format. The article can be typed into a “Plain Text” e-mail or can be typed in MS Notepad or MS Wordpad found in the Accessories folder under “All Programs” on a Windows PC.

Your article should answer these points; **WHO? WHAT? WHEN? WHERE? WHY?** These points will provide a reason for anyone to read your article.

DO NOT imbed photo’s in your article. Attach all original photo’s to an e-mail along with the “Plain Text” article file. Be sure to name the photo’s.. A,B,C or Park Clean up 1, Park clean Up 2, etc., so you can associate a caption at the end of your article. For example you could enter;

**** Photo 1 caption - “Fred’s new bicycle is red” ****

Use the Photo name to associate the caption.

DO NOT use the “Enter” (carriage return) key to format your article. Use the “Enter” key to indicate a new paragraph only. This will allow the text to flow correctly when copied and pasted into the newsletter editing program. If you would like to leave a note or suggestion to the editor, make your notes stand out by having a space before and after the note. For example;

**** This is a note to the editor ****

*****Articles submitted may be edited or rejected by Dr Ed Carlson.*****