

Whatcom Watch Submission Guidelines

***Deadline:** all submissions must be received by the first of the month to be considered for the following month's edition (i.e., Jan. 1 for Feb. 2011; Feb. 1 for March 2011; March 1 for April 2011, etc.). Otherwise, please contact Jennifer to work out specific details for a deadline.

***Words:** For articles and commentary, shoot for at least 1,200 words and go upwards of 3,000 – 4,000 words depending on topic. We can be flexible on word count since we typically have space. Attach as MSWord doc (any version) AND to be safe, paste into body of email, addressed to editor@whatcomwatch.org

***Letters to the Editor:** should address a topic of interest to *Whatcom Watch* readers or relate to a previously published article in *Whatcom Watch*, be brief/succinct (no more than about 450 words), include full name, hometown and phone number to verify identification. Attach as MSWord doc (any version) AND to be safe, paste into body of email, addressed to editor@whatcomwatch.org

***Tagline:** this is a brief (2-3 sentences) bio of the author of the piece, identifying him/her to WW audience. Be informative, unique and brief. You can't fit everything in. EXAMPLE: "*Joe Meche is president of the North Cascades Audubon Society and also serves the chapter as newsletter editor and birding programs coordinator. He has been watching birds for more than 50 years and photographing birds and landscapes for more than 30 years. He has written more than 100 articles for Whatcom Watch.*"

***Photos/images:** We LOVE photos/images/art. If you can, submit 2-3 photos or images, preferably with people *doing something*, in action. This can be from a previous year's event, or an archived photo relevant to the story, or interesting chart, etc.

*NOTE: We can accept only the following graphic formats:
TIFF, EPS, JPEG and PDF.*

*We are UNABLE to accept these formats at this time:
DCS, PICT, BMP, GIF, PNG and WMF.*

***Caption:** Include a brief (2-3 sentences) caption describing what's going on in the photo and the date, with correct spellings of names, organizations, locations, etc.

***Photo credit:** This is the name of the person who *actually took the photo* so we can give him/her credit. Check that the name is spelled correctly.

***Photo courtesy:** This is different from photo credit. The photo courtesy thanks an organization or individual who submitted the photo but did not actually take the photo. Photo courtesy is used when you do not have the name of the actual photographer of a photo. Check to be sure names/organizations are spelled correctly.

***Can't make deadline?** (Contact asap, no apologies necessary; it's just helpful to know for our production purposes). Email is preferred method: editor@whatcomwatch.org.

***Bumps.** Occasionally, a piece you submit gets “bumped” and doesn't run as planned due to layout, advertising or other publishing considerations. Sometimes this happens so we request your patience and understanding. We will make an effort to contact you ahead of time if we can and make a plan for publishing since we know you look forward to getting your piece in print.

***Volunteer basis.** At this time, all writers, photographers, artists and others who submit work and support *WW* do so on a volunteer basis, making this truly a community effort.

***Spread the word.** If you enjoyed submitting to *Whatcom Watch*, please tell your friends and colleagues to do the same. The newspaper is as strong as its contributors.

***WW Mission:** Introduced in 1992, *Whatcom Watch* is a volunteer-run, grassroots free monthly newspaper that covers government, environment, media and other community news in Bellingham, WA and Whatcom County. The publication is funded by donations, subscriptions and the community partners who appear in the printed pages. See *Whatcom Watch* online too: www.whatcomwatch.org.

Contact me anytime if you have questions, and thank you for contributing to the *Whatcom Watch* dialogue.

Sincerely,

Jennifer

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