

## ***E-Blast Article Submission Guidelines***

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- Articles should be approximately **300-450 words or less**.
  - Please also **include a title** for your article.
  - To submit, **e-mail your article** to Carmen Torres at [ilconfcarmen@gmail.com](mailto:ilconfcarmen@gmail.com).
  - Include **"E-Blast submission" in the subject line** of your submission e-mail.
  - **Articles should be sent as an attachment in Word** (.doc or .docx) as final copy in 12pt. size and single spaced. Please do not send in .pdf format. Regardless of submission style, all articles will post in the same format (Arial, size 12).
  - Include your **first name, last name**, and a **contact e-mail address** in the body of your message. Your name (but not your e-mail) will appear in the newsletter (unless you ask to be anonymous). If needed and if time allows I will reach out to you via email to edit and proof your submission prior to publication.
  - Calendar of upcoming events
    - Include time, location, and links for additional information and/or event flyers (.pdf format).
  - Related **pictures are highly encouraged** to be submitted along with your article.
    - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use.
    - **Attach images to the same e-mail** as your article submission.
    - Include a short (1 sentence) **caption of each image**.  
NOTE: Captions are always appreciated even if we don't print them; they help us identify individuals.
- Photo e-mailing tips:
- Do not compress or optimize your photos
  - Select only your best shots and send as JPGs
  - E-mail in small batches - 2-3 maximum per time. **SEND NO MORE THAN 10 photos per event** - photos are very time consuming to edit and sort through. Select your best shots.