

NEWSLINE GUIDANCE

Any member of Southwell u3a is welcome to submit articles for inclusion in Newsline in any format, but it is a huge help to your Newsline team if you use these guidelines:

TEXT:

Write in WORD if you have it.

Fonts – use DM Sans if you have it, or Ariel, both size 14pt.

Line spacing should be 1.5pt.

Justification: Fully justified.

Do not double space between paragraphs. If possible do not use italics or bold type, though we may add these in to follow house-style.

Add your name, email address and (if appropriate) the group to which the article refers.

This will allow us to add your name and email address to our contacts data base if it is not already there.

A link will appear at the end of your article allowing interested readers to contact you without seeing or having access to your email address.

PHOTOGRAPHS:

We can accept portrait or landscape orientation. The Newsline front cover needs portrait orientation. File formats of .jpg or .jpeg work best for us. A full page photo usually works best if more than 2Mb file size. If submitting several photos, remember that some email systems cannot handle an email with attachments that add up to more than 15Mb: If sending several high resolution photos, consider sending on two or more emails. Send photos as attachments, not within the body of the email.

If sending a photo of identifiable people, please check with them that they are happy for the photo to appear in Newsline and tell us if you wish to include their name (check with them how to spell it!).

How to attach text and pictures:

1. Open a blank email.
2. In the subject line, please type the month of the Newsline in which you would like your article to appear, eg “September Newsline”.
3. Type your message.
4. Click insert.
5. Browse for the WORD document you wish to submit; select file.
Attach any photographs (see below) then send the email to the Newsline Editor.

How to attach photographs:

1. Browse the file in which you saved your photograph.
2. Choose your saved photograph.
3. Attach to the email.

If in doubt ... email the Newsline Editor and ask!