

EDITORIAL DEADLINES 2017

All editorial content is due Mondays by 3 p.m.

<u>Deadline</u>	<u>Edition Date</u>
Dec. 19.....	Jan. 6
Jan. 9.....	Jan. 20
Jan. 23.....	Feb. 3
Feb. 6.....	Feb. 17
Feb. 20.....	March 3
March 6.....	March 17
March 27.....	April 7
April 10.....	April 21
April 24.....	May 5
May 8.....	May 19
May 22.....	June 2
June 5.....	June 16
June 26.....	July 7
July 10.....	July 21
July 24.....	Aug. 4
Aug. 7.....	Aug. 18
Aug. 21.....	Sept. 1
Sept. 4.....	Sept. 15
Sept. 25.....	Oct. 6
Oct. 9.....	Oct. 20
Oct. 23.....	Nov. 3
Nov. 6.....	Nov. 17
Nov. 20.....	Dec. 1
Dec. 4.....	Dec. 15
Dec. 18*.....	Jan. 5, 2018

**Early Deadline*

Leisure World News

OF MARYLAND

EDITORIAL DEADLINES

Leisure World News is published on the first and third Friday of each month. The press run is 6,300 reaching more than 8,000 residents.

The newspaper is published for the benefit of Leisure World residents. Its mission is to provide news and information about community governance and other relevant issues, events and activities, and clubs and organizations, and to provide residents a forum for their opinions, and an opportunity to contribute articles of general interest.



For more information:

call (301) 598-1311

or e-mail lwnews@lwmc.com

Monday-Friday, 9 a.m.-5 p.m.

www.lwmc.com/lwnews

Dear Leisure World club writers,

Greetings, and thank you for all you do to share news about your clubs and groups. Residents often tell us how much they enjoy getting their latest edition of Leisure World News, and we know that your enthusiasm is at the heart of putting out a publication full of helpful information for the community.

On this page you'll find some tips for submitting your work to us. We hope they are helpful.

Thank you and know how much we appreciate you. Working with you is our pleasure.

Warm regards,
Maureen, Stacy, Kathleen and Cassandra
Leisure World News staff

WRITING

- Submit your piece as an attached Word document
- Georgia font
- Flush left (not centered)
- Normal type (no bold, italics or underlines)
- Top of the page should include:
 - Name, email and phone of person we can contact about the article if necessary (**NOTE:** This will not be published)
 - Club name
 - Proposed headline
 - Byline
- Include day **AND** date when applicable (for example: Monday, July 26) within your article

PHOTOS

- High resolution images. Should be at least 300 x 300 pixels
- Include photo credit (who shot the photo)
- Identify who is in the photo and any other pertinent information

HOW TO CHECK YOUR PHOTO SIZE

Mac Users: Press Control + Mouse Click on your image file and select "Get Info" then "More Info." Next to Dimensions, you will see how many pixels are in your photo.

PC Users: Right Mouse Click on your image file, then select Properties, then Details. Next to Images, you will see how many pixels are in your photo.

IMPORTANT! Avoid images that are:

- taken from other publications
- blurry
- poorly lit
- staged
- "cheese" shots (i.e. "Line up, look at the camera and say 'cheese'")

SUBMITTING

Email your submission to **lwnews@lwmc.com**

- Attach Word document of the article and/or digital photos (JPG)
- On the email subject line please enter the
 - edition date your submission is for
 - your club name

EXAMPLE:

July 15 – Basket Weaving Club.

This will help us quickly find what we need to in our (lwnews@lwmc.com) inbox.