

Submission Guidelines – RTANL Newsletter

updated September 2014

The **RTANL Newsletter** is published two times a year (Spring and Fall) by the Newfoundland and Labrador Retired Teachers' Association and has a circulation of approximately 5,000. Distribution is mainly to retired teachers in the province who are members of the Retired Teachers' Association. It is also posted on the RTA section of the NLTA website. **We reserve the right to edit material for publication.**

Deadlines for Submissions

The deadline for the Fall issue is **October 1**

The deadline for the Spring issue is **March 15**

Our Writing Style

Articles accepted for publication are selected on the basis of their relevancy to our readers, originality, readability, interest level, soundness, timeliness and freshness of viewpoint. We are not looking for scholarly term papers or dissertation reports. We do not use footnotes or endnotes. Please cite all of your sources, using a journalistic style rather than a formal academic style.

Copyright

The author of the items(s) submitted will retain all copyrights. By submitting, the author gives permission for the work(s), if accepted, to be posted on the RTANL section of the NLTA website. Unless otherwise indicated, materials used in RTANL Newsletter may be reproduced or broadcast without permission.

Submissions

Feature articles should be **MAXIMUM ONE PAGE** (**single spaced** unless you are submitting a **hard copy** in which case **double spaced** is preferred) and should be on a topic of relevance or interest to retired teachers. A photo of the author should (could) be submitted with the article as well as a brief bio stating name and any additional details you would like to share. Please supply complete contact information for yourself and co-authors (if any). In the case of co-authors, specify the order in which names should appear in the article's byline.

The editor reserves the rights to refuse feature articles that are not in keeping with the objectives of the RTANL.

Text

Text can be submitted in the following ways:

- A hard copy (printed page)
- A CD copy – **indicating the name of the Program used to create the file** (i.e. Microsoft Word). Files may be submitted using **Word Perfect, Microsoft Word or rich text files (.rtf)**.
- submit by e-mail.

(Electronic copies are preferred as they do not then have to be typed!)

Additional points to bear in mind when typing articles:

- single space your text (**unless submitting a hard copy – see above note**)
- use **tabs** NOT the space bar to align information
- use only one space between sentences
- place all commas and periods inside quotation marks, i.e. “This is a quote.” or The trumpet went “dead,” but the conductor stayed “alive.”
- sequences of items should have a comma before the last “and” – i.e. “People joined in, sang heartily, and danced in the background.”
- Titles of books, newspapers, magazines, and journals are in *italics* (not underlined).
- use a line space between paragraphs.
- when planning your submission, remember that each page can accommodate approximately 600 words.
- DO NOT insert digital photos into your word processing files.

Photographs

Photographs are an important addition to the newsletter and are welcomed and encouraged. We prefer an original photograph from a digital camera or from a certified processing lab. A photograph from an inkjet print is not usually high enough quality for offset printing.

Digital photographs should be supplied as **.jpeg** at **300 dpi/ppi** resolution at the highest quality level ensuring that the dimensions of the photo be compatible to final print size (as close to 100% as possible). **Please note:** *a 72 dpi/ppi original “saved as” a 300 dpi/ppi document is not the same quality as an original 300 dpi/ppi document. You cannot add quality to a low resolution original.*

DO NOT insert digital photos into your word processing file – **VERY IMPORTANT.**

If you are submitting printed photos, a good quality photo reproduces well. Photos can be submitted in black and white or color; however, photos published in the RTANL Newsletter will be printed in black and white only.

Note: Be sure to include descriptive captions for all photos listing names and titles (if applicable) with a MAXIMUM of 3 photos contained in Division Reports.

Things to keep in mind when taking and/or submitting photos:

- attempt to be creative;
- show subjects at work rather than a group standing and looking at the camera;
- avoid groups of more than **four** people;
- if a group shot is absolutely necessary, try to avoid long shots of people standing, especially if subjects are different heights;

- photos work best in horizontal format (vertical photos should be used for small “head and shoulder” shots);
- photo should contain good contrast (subject is neither too light nor too dark, with sufficient detail). This ensures best results when printing.

Contact Information

It is preferred that all submissions be e-mailed to Don White, Assistant-Editor of **The RTANL Newsletter**: don.white01@bellaliant.net If submitting by mail, please address to: Don White; 76 Glendale Avenue, Mount Pearl, NL, A1N 1N6. (E-mail is preferred or on diskette).

Please be sure to include a contact name, school or business name, mailing address, telephone number and e-mail address. No financial compensation is provided for submissions to the RTANL Newsletter.

The editor(s) of the RTANL Newsletter welcome(s) feedback, including constructive criticism, to help us improve our newsletter. We look forward to your letters and comments.