

Northwatch Publication Notes/Guidelines

1. For articles: The *Northwatch* welcomes overviews, cursory, and summary pieces that will introduce the readers to the topic. No need to add references or a bibliography but please give us permission to include your email address so people interested in your article can contact you later to pursue the subject further. Please limit works to 200-300 words. Less is good. If you have a larger piece, we might ask to publish the piece in installments due to space constraints.
2. Please send all articles as separate files in Word format (.docx or .doc), .rtf, or .txt attached to an email or by postal mail if you do not have email access. This helps with formatting and ease of publication.
3. Artwork can be in any format. Any size, as an attachment, preferably a .jpg, .tif, or .png file. This helps us to avoid the use of clip art when possible to create a much nicer finished newsletter for your enjoyment.
4. Photographs: If the subject of the photo is recognizable, a model release as well as a permission-to-publish form must be sent with submission. Please submit as an attachment, preferably a .jpg or .tif.
5. To help our editor and our historian, file names should include *Northwatch*, month/year of publication, what type of submission it is, and name or at least initials of submitter. For example: Northwatch_Nov19_photo_sgg)
6. Proper forms should accompany all submissions. Forms can be found at: <http://northshield.org/Officers/Display.aspx?ID=148>. Please remember we cannot publish your submission without them.
7. Please send all submissions to northwatch@northshield.org.
8. We are always accepting new ideas. If you have an idea for a theme, an ongoing column, items of interest or ways we can help improve the *Northwatch* we welcome your suggestions.