

TIPS FOR SUBMITTING ARTICLES FOR THE *TAPESTRY*

- Please submit articles before the deadline. (Deadlines are listed below and in the Leadership Manual).
- The Editor reserves the right to hold an article for publication in a later issue. If an article is submitted before the deadline but will be held for future publication, the Editor will contact the author with a projected publish date. If the Editor determines that an article is not suitable for publication, she will return it to you with her reason(s) [for example, not enough detail; not timely; information received from another source; too many spelling or grammatical errors, etc.].
- The Editor may make changes to any article to include grammar, punctuation, spelling, layout, and typeface to ensure readability and grammatical accuracy. If you do not wish your article changed for any reason, please note “Publish as Submitted” at the top of the page. If you want to see editorial changes prior to publication, please indicate that also—otherwise, the Editor will use her judgment concerning notifying you about any changes.
- Articles should be submitted by email to lindaq65@verizon.net using Word. (If you don’t have Word, save your article in rich text format (rtf).
- Include the proposed title, your name and title, and contact information.
- Double check all phone numbers, addresses, and information contained in the article prior to submission. All information should be 100% accurate. (Double check the spelling of names—people hate to see their name misspelled).
- Make sure you have included all the pertinent information (who, what, when, where). Before submitting, read it as if you knew absolutely nothing about the topic (or have someone else read it for you).
- Please secure permission before submitting copyrighted material.
- Include any graphics or pictures that should accompany the article at the same time you send the article to the Editor.
 - Identify the people in the photos.
 - Photographs should be of individuals or small groups. Large groups should be arranged so that no more than 5 persons are in the foreground.
 - Photographs are used at the Editor's discretion. The Editor will consider factors such as availability of space, size of photograph, relevance of photograph, and quality of photograph after being digitized.

Deadline Dates	Tapestry Publication Dates
January 15	February
March 15	April
May 15	June
July 15	August
September 15	October
November 15	December

If we all follow these tips, it will make our Editor’s job much easier which will also help get the latest issue of *Tapestry* posted to our webpage at the beginning of the publication month.