

## **America's Boating Club – Colorado The Beacon Publication Guide**

The purpose of this guide is to summarize and simplify requirements for publication in the Beacon, the newsletter of America's Boating Club – Colorado. None of these requirements are absolute, but should help authors as they prepare materials for submission.

### **Submission Dates**

Materials including photographs for publication are generally due on the first Saturday of each month. The newsletter is generally published by the end of the following week, earlier if possible.

### **Where to Submit Articles and Advertisements?**

All articles and other materials should be electronically sent directly to the editor at [editor@bvsp.org](mailto:editor@bvsp.org) as one or more attachments to a message.

### **When Should Articles and Materials Be Submitted?**

They should be submitted by the due date. When submitted, the article or other materials should be as close to the final product as possible. Revisions are not accepted after the original is submitted. The editor and assistants will do final editing and proofing. If a change must be made, please send a message to [editor@bvsp.org](mailto:editor@bvsp.org) specifying the content that requires a change, but do not resend the whole article with changes. This will help to insure that the final manuscript contains the requested changes.

### **What types of Articles Are Welcome?**

Almost anything related to boating is welcome. We do need regular articles about boating adventures, lessons learned, boating safety, meetings and events of interest to boaters, photos of the club's activities. In general, all articles should have at least one related photo. "How to" articles are especially appreciated.

### **Is there a Length Limit? Layout fonts, etc.?**

No. However, the newsletter is limited in total to less than 20 pages, usually closer to 15 pages. That means that articles generally should not be longer than 2 pages including graphics and photos. There may be legitimate reasons for longer lengths, but 2 pages is the guide. A 2-page article is about 800 words depending on graphics and photos.

Submissions should have .75" margins and prepared using Times New Roman 11-point font. This is only a guide to help authors to gauge article length. You may use any font, any software, and any margins.

These are easily changed by the editor to correspond to the rest of the newsletter. Articles cannot be submitted in a locked or pass-worded form such as a PDF file.

### **Requirements for Photographs?**

Yes. Photos must be of good quality and in jpg or png file format. They should not be included within the content of the article itself. Rather, show where the photo should be placed in the article and identify the photo if you submit more than one.

### **Are Advertisements Allowed?**

Yes. Advertisements must be presented to the editor “camera ready” and in a text box of 3.5” by 4.5”. The editor is not responsible for errors in advertisements, but may decline to accept an advertisement if deemed not ready for publication in the *Beacon*. Advertisements must be sent to the editor by the newsletter submission deadline. Each advertisement will be billed to the submitting agent at the rate of \$10 each.

Articles that solicit the business of club members are considered to be advertisements and must conform to the requirement above. There will be the usual charge of \$10 for the 3.5” by 4.5” shaped advertisement. Articles that invite members to participate in an event are not considered to be advertisements and are not subject to the above limitation. The difference is that an advertisement is published for a business purpose and solicits payment of some type by readers. If in doubt about this requirement, please contact the editor.

### **Are Articles from Non Members Considered?**

Yes, but the article must be of relevance to ABC-CO members. If authors share our interests, they may wish to join ABC-CO.

### **The Editor**

The *Beacon* conforms to the requirements of America’s Boating Club Publications Guide. For more information, visit the USPS website, log on as a member, and go to:

<https://www.usps.org/index.php/departments/15000/15800/2015-02-19-21-39-39/editors-guide-2#>.

Please consider sharing your boating knowledge and experience by writing for the *Beacon*, the newsletter of America’s Boating Club – Colorado.

Bill Buffum, Editor

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