



## **NEWS ARTICLE / PHOTO SUBMITTAL PROCESS**

### **LOCAL NEWSPAPERS**

- All articles and photos related to SaddleBrooke Hiking Club activities for publication in our local newspapers should be sent to Lynda Green, Publicity Coordinator for the club.
- Lynda is our designated single point of contact for both newspapers, the SaddleBag Notes and the SaddleBrooke Progress.
- Lynda will work with you on the final copy and coordinate with the newspapers for publication.
- Your photo should be a stand-alone file not embedded with your article text, as this is the way they must be sent to the newspapers.
- Photos must have adequate resolution and size for publication. They should be submitted as .jpg files taken at a minimum of 2 megapixels (1600 x 1200 pixels). However, the higher the megapixels the better the photo. Dimensions should be a minimum of 4 inches wide by 3 inches tall at 300 dpi. If you are using a smartphone camera, most have adjustable settings to meet the minimum requirement.
- Photo Captions: include a caption with each photo you send. This should be separate from the article itself and include who, where, what, when and who took the photo. You can simply add this information to the email you send to Lynda Green as she submits the captions with the photos. Remember when people read our local papers they often just look at the photos so those captions are important and may encourage them to read the article.
- Lynda's contact information if you have any questions: phone 440-289-0357 / email [lgreen2@earthlink.net](mailto:lgreen2@earthlink.net)

### **CLUB NEWSLETTER**

- All articles and photos related to SaddleBrooke Hiking Club activities for publication in our club newsletter should be sent to Maureen Spence, Newsletter Editor for the club.
- The photos should be stand-alone files and not embedded with the article text.
- Articles may be sent any time during the month – these are stored in file boxes on the computer for the next newsletter. This enables you to write the article immediately after your hike, send it to Maureen, and it will appear in the next newsletter.
- Maureen's contact information if you have any questions: phone 314-803-3225 / email [bobandmospence@gmail.com](mailto:bobandmospence@gmail.com)