

Guidelines for Submitting Articles for the Cardinal Points

Editor: D/Lt Alayne Fellows, P; Contact information: alaynef@gmail.com or cell: 503.804.9422

ARTICLES

Cardinal Points deadlines:

Deadline to Editor	Spring Issue	Fall Issue	Winter Issue
Receive reminder	25 March	25 July	25 November
Deadline for all articles	1 April	1 August	1 December
Publish date	15 April	15 August	15 December

Reminders	The Secretary will send out the reminder that articles are due using the dates published above.
Branding	America's Boating Club logo has been added to meet branding standards.
Format	Articles in MSWord in .doc, .docx; Questions: Contact Editor
Photographs	.jpg or .gif; Questions: Contact Editor
Font Type and Size	Submit articles using Arial with font size 12 .
Paragraphs	Double space between paragraphs.

PROOFREADER

Seeking a proofreader to help. Reward: hours toward a Merit Mark and to contribute toward producing an award-winning newsletter. Contact: Barbara Erickson: bje46@msn.com

DISTRIBUTION

Draft newsletter	Editor sends to: District Bridge Members & other article contributors. Return date: 3 days after receipt.
Email Addresses	Editor will use your personal email addresses for internal correspondence unless you have requested the use of your generic address.
Proofreader	Receives Publisher version to update with corrections/changes. Return date: 5 days after receipt.
Final Copy	Editor sends to: <ol style="list-style-type: none">1. District webmaster: uspsd16.webmaster@gmail.com2. District Advisor: Angelo Giovanniello at: descon@att.net3. National Conference Rep: Felicia Evans at: felicia.evans517@gmail.com4. CC: Secretary and District Commander
District webmaster	Distribute to the district membership

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