**Hallowed Hog: Guide to Article Creation 2015-2016**

Creating an article for the Hallowed Hog shall be done in the following manner; and requiring the following elements:

**Article text**:

* Must follow CUSA discrimination policy, and Hallowed Hog constitution.
* Must be submitted as Microsoft Word document.
* Must be on one of the templates provided, without editing layout, font, size, etc. An exception is special multi-part series, which must be approved by the head editor.
* Must include a caption (details below).
* Must include a picture (details below).
* Should be more than 75 words and less than 750(this is a guideline, not a rule).
* Can be of any topic of the authors choosing, as long as the above guidelines are met.

**Article Picture**:

* Must follow CUSA discrimination policy, and Hallowed Hog constitution.
* Must not violate copyright.
* Must be either a JPEG(.jpg), PNG(.png), or GIF(.gif).
* The author may choose to not use their own image, and instead use a stock Hallowed Hog image. These images can be found at <http://hallowedhog.com/pictures.php> .
* Can be any size(dimensions or data size), although it is preferable to keep pictures less than 1MB in data size.

**Article Caption**:

* MUST BE INCLUDED IN A SEPARATE .txt file (details below).
* Must follow CUSA discrimination policy, and Hallowed Hog constitution.
* Must describe in general outline the article.
* Must be between 20 and 70 characters. A word counting device can be found at <https://wordcounter.net/>.
* If a caption is not submitted, one will be assigned to it.

Once you have your article, create a folder and put the caption and picture documents in it. The folder and files must be named exactly like the following;

For instance, if an article named “Carleton is great” is written on January 1, 2015, the following files must be submitted;

2015-01-01+Carleton+is+great (folder name, files inside)

* Carleton+is+great.docx
* Picture.jpg **OR** Picture.png

**OR** Picture.gif

* Caption.txt

Note that the picture must be called “Picture”(not “picture”), and the Caption must be called “Caption”(not “caption”).

Any spaces in the article name must be replaced with “+”

AFTER THE FOLDER IS DONE, EMAIL IT(with subject being Hallowed Hog) TO [hallowed\_headitor@hotmail.com](mailto:hallowed_headitor@hotmail.com)

**Edits**: Because of the fact that The Hallowed Hog is printed, edits after the article have been accepted by an editor, are not generally possible. Edits must be approved on a case-by-case basis by a majority of the executive committee, at which time the edited version of the article will REPLACE THE PREVIOUS ARCHIVE VERSION, on the official Hallowed Hog Website only. Edits should only be made in the case of offensive remarks, or otherwise inappropriate material, and should not be done for spelling or grammar, unless there are severe issues.

It should be noted, however, that the author may make humorous use of fake “edits”, which are actually included in the original document. An example would be the following:

**Carleton Mime Association Accused of Organized Crime**

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Edit 1: The Carleton Mime Association was wrongly accused by the jealous clown association. This is totally not an edit by the Carleton Mime Association.

Edit 2: The Carleton Mime Association would like to deny any rumours that they were involved in the fatal accident that killed the Carleton Clown Association. The Carleton Clown association committed suicide as a group after stabbing themselves in the back 14 times each and throwing themselves off of a bridge. Again, this is not an edit by the Carleton Mime Association.