**Hallowed Hog: Editors Guide 2015-2016**

Upon receiving and an article and its associated files, **you must check for, and correct the following, before proceeding to pdf conversion, naming, and uploading.**

**Correcting Article Content**

**Article/Caption spelling and grammar**

* Must follow Canadian English spelling and grammar.
* An exception may be made for quoting, or intentional use of poor grammar or spelling for humour.
* Must follow CUSA discrimination policy, and Hallowed Hog constitution.

**Article Picture(must be included)**:

* Must follow CUSA discrimination policy, and Hallowed Hog constitution.
* Must not violate copyright (if unknown, assume copyright has been followed).
* 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, depending on the category. These images can be found at <http://hallowedhog.com/pictures.php> .
* The editor may use their own image if one has not been given by the author, either from the stock images, or from their own pictures.

**Article Caption**:

* MUST BE INCLUDED IN A SEPARATE .txt file
* Must not include any other heading information, such as article name, or
* 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, create one yourself.

**Converting to PDF**

Upon completion of the word file, the editor must convert the article word document to a pdf. If using Microsoft word, you can simply use “Save as->PDF”. This can also be done at <http://smallpdf.com/word-to-pdf>.

**File Naming and Submission**

**File Naming(See example at bottom)**:

The files must be in a folder with the following naming format: YYYY-MM-DD+Article+Name, noting that each space in the article name must be replaced with a “+” sign. **There can be no mistakes in the folder naming.**

None of the submitted filenames may include any of the following symbols:

"<" ">" "#" "%" “<>” "{" "}" "|" "\" "^" "[" "]" "`" ";" "/" "?" ":" "@" "&" "=" "+" "$" ","

The article title(and filename) may not include any of the previously mentioned symbols, or the words

“Picture” “Caption”

(note the picture, and caption with lowercase letters are okay).

The caption filename should be “Caption.txt”.

The picture title(and filename) should be “Picture.jpg”, “Picture.png”, or “Picture.gif”.

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.pdf
* Picture.jpg **OR** Picture.png

**OR** Picture.gif

* Caption.txt

The following are examples of invalid file naming:

Picture: Article-Picture.jpg Should be Picture.jpg

Picture: Caption.jpg Should be Picture.jpg

Picture: Article-Picture.jpg Should be Picture.jpg

Picture: picture.jpg(must be Picture) Should be Picture.jpg

Article: Article.pdf Should be (*Article+Name*).pdf

Article: Carleton+is+great+Article.pdf Should be Carleton+is+great.pdf

Article: Caption+deemed+illegal.pdf Should be *N/a: Title must be changed*

Caption: Article.txt Should be Caption.txt

Caption: Article+Caption.txt Should be Caption.txt

Caption: Caption.jpg Should be Caption.txt

UPLOAD THE COMPLETE FOLDER(NOT ZIPPED), TO THE APPROPRIATE CATEGORY IN THE HALLOWED HOG ARCHIVE FOLDER ON GOOGLE DRIVE

If you have any questions, email us at thehallowedhog@gmail.com