Heritage Happenings Submission Guidelines

Here are some guidelines for submitting articles to the *Heritage Happenings* so they are easier to edit and publish.

The first rule is: submit your article - no matter what is looks like.

If you do have time and the inclination, please submit text that is easy to edit and publish. You can can do this by keeping the text as simple as possible.

- No <u>underlines</u> ~ use *italics* or **bold** instead
- No ALL CAPS
- No double spaces
- All text left justified; No tabs or indents
- No embedded images

Events Format

Special Events Headlines

- Name of Participant: topic title or name ~ event title
- Weekday, date (no "th") at time (x:yy format) in location

Movie Headlines

- Date ~ Title ~ year ~ running time

Images

Please send the largest highest quality images you have. The images will be resized and cropped to fit the format. The larger the image, the better the quality of the image in the final publication.

- Please send images as attachments to an email
- Please do not embed images in a document
- Please do not embed images in a PDF