Heritage Happenings Article Submission Guidelines
Theo Armour ~ 2024-07-21

Introduction
The following are some guidelines for submitting articles to the *Heritage Happenings* so that your content is easier to edit and publish.

The first rule is: submit your article - no matter what is looks like, no matter how it is formatted. We can take care of the rest. And we will share edits with you before publication.

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 format or look of the text as simple as possible.

Mission
The *Heritage Happenings* is a monthly newsletter published by residents of Heritage on the Marina

- The format is intended to be as easy to read as possible for people with visual, cognitive and physical challenges
- The content is entirely created by residents of Heritage on the Marina. No clip art, no stock photos, no copy and paste from the Internet
- The content is intended to be of interest to residents of Heritage on the Marina

Colors
brick red: #880000 or rgb(136, 0, 0)

Text Formatting
As simple as possible. Please do not use any of the following:

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

Documents
Please send your articles as Microsoft Word files.

If the full full name is visible to you, the file name ends with .DOC, .DOCX or .RTF.

But no matter what you send, we can probably get it to work.

Special Events Format
The special Events entries all follow the same format::

1. Name of Participant: topic title or name ~ event title
2. Weekday, date (no "th") month at time (x:yy format) in location
3. Body text of a few lines

To the left of the entry is a small image. Please do supply a sample image. The priority of the images is as follows:

1. Photo of the presenter or performer
2. Photo of the topic
3. Logo of the organization

Example:

Mary Linde, CEO: Town Hall Meeting *Wednesday, 8 November at 10:30 in Friendship Hall* Meeting to address the issues raised at the Residents' Council. Includes reports from executive and department directors.

Movies Format

- **Date *Title* ~ Year ~ Running time (1h47m)**
- Body text of a few lines

Example:

November 3 ~ *Coco* ~ 2017 ~ 1h 47m Follows a 12-year old boy who is accidentally transported to the land of the Dead, where he seeks the help of his deceased musician great-great-grandfather to return him to his family among the living & to reverse his family's ban on music.

Library Corner New Acquisitions Format

- Title ~ Year ~ Type
- Author
- Few lines of body text

Example:

***Portrait in Sepia: A Novel* ~ 2000 ~ F** Isabel Allende The family saga covers two wars and the role of women in Chile, where Allende was raised.

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

Style
The Heritage Happenings follows the *University of Oxford Style Guide*

Short & Quick Reference:

- https://www.ox.ac.uk/sites/files/oxford/Style%20Guide%20quick%20reference%20A-Z.pdf

General rule: If there is more than one correct way of writing something, choose whichever uses least space and least ink.

Argument Resolution Reference

- https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Style%20Guide.pdf

Tips
You can open Microsoft Words files on the web and also by using the Word desktop app. Unfortunately, Files can display and print differently depending on the version. Currently, *Heritage Happenings* files are edited using thr desktop version. Use it or lose it.

When you see text written in Latin starting with the words "Lorem ipsum", the text is a placeholder for text that will be replaced with the final text in the publication.

When you are working in a table, tabs have a special behavior. If you want to move to the next cell, use the Tab key. If you want to insert a tab character in the current cell, use Control or Command Tab.

Tabs in Calendar cells are used throughout the publication. Please do not use spaces in order to line up with tabbed items unless you have to,

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