# *Heritage Happening*s Article Submission Guidelines

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## Preface 2023-11-10

The following effort is a work-in progress. Nothing here is cast-in-stone. The motivation is to help everyone to collaborate in crafting publications for residents that are informative, easy to read and of high quality while also being produced with simple, minimal donkeywork. So please feel free to comment, criticize or make suggestions.

## Introduction

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

The first rule is: submit your article - no matter what it 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 do this by keeping the format or look of the text as simple as possible.

Guidelines for formatting your text will be listed later in this document, but first here are some thoughts they may help you guide your thoughts as your draft your articles.

## Mission

*Heritage Happenings* is a monthly publication published by residents and team members of Heritage on the Marina for the pleasure of residents, team members and their families and friends.

* An important objective is to create a publication readable by people with visual, motor and cognitive challenges and yet to be lively and relevant to all residents.
* The content is entirely generated by residents and team members of Heritage on the Marina. No clip art, no stock photos, no copy and paste from the Internet

## Values

Heritage Happenings are not about politics, religion or world events.

We are about "news" - new events, new residents, new staff and new policies & procedures.

We are not about events that disturb or disrupt the lives of residents and staff.

Apart from helping the Employee Appreciation Fund or the Head Start Program, we are not about raising money or helping others to raise funds. We may describe the fundraising efforts of others but we do not facilitate fundraising ourselves.

*Heritage Happenings* is about “us” - residents and team members. We are here to create new bonds, facilitate introductions, and reveal the depth and range of the collection of all our personalities.

The views and opinions expressed in this publication are those of the authors and do not reflect policies of the editorial committee nor the official policy or position of any long-term care facility.

## Privacy

No personal email addresses are published.

The names of people in photos are not disclosed.

No instructions or repeated monthly “copy-paste” text except for scheduled events.

## Text Formatting

Please keep your text formatting as simple as possible. Please do this:

* 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

The easiest way to send us your article is simply to write your text in a email. If you want to send a file, please send your articles as Microsoft Word files.

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

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

## Special Events Format

The Special Events entries in the *Heritage Happenings* newsletter 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

Print-ready example:

**A person with white hair

Description automatically generated**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.

The above example is a sample of a special event as presented in the print-ready version. Please do not insert your images in your drafts but attach them separately to an email.

## Movies Format

Example of submitted text:

* Date ~ Title ~ Year ~ Running time
* Body text of a few lines

Print-ready example:

3 November ~ *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 ~ Book Type
* Author
* Few lines of body text

Print-ready 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

*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 the least space and least ink.

Argument Resolution Reference:  
<https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Style%20Guide.pdf>