

TGL Submissions and Writers' Guidelines

Thank you for considering a submission to *The Grande Life*! The support of local writers, residents and business columnists, will help make TGL the best community magazine in the state. As you prepare to make your submission to *TGL*, read over these helpful hints that may help the process run smoothly.

In your preparation to make a submission to TGL, it is important to remember that because *TGL* has a finite amount of space every month, we can never guarantee that a submission will be run in that month of any subsequent month's issue. We deem neighborhood news the highest priority. *TGL* also reserves the right to edit all submissions for clarity, grammar, content and length. Due to time constraints and deadlines, the magazine's staff cannot contact a submitter about any changes made to any article prior to publication. We greatly appreciate your patience and understanding with our limitations and constraints.

TGL does accept business press releases and newsworthy columns, but *TGL* does not engage in what is called "pay-for-play" publication of advertorials. In other words, the purchase of advertising within the magazine will not win any favorable treatment for editorial submissions nor guarantee publication of a business or group's press releases or professional columns.

News Articles and Essays

TGL welcomes all news articles and essays on various topics submitted by residents. *TGL* does compensate writers of articles or essays at this time. *TGL* loves to hear about local neighborhood events and gatherings and the personal accomplishments of family members and neighbors! The ideal way of submitting your article to *TGL* for consideration is to type it in Microsoft Word and then e-mail it as an attachment to Editor@TheGrandeLife.com. You can also simply cut and paste your article into the body of your e-mail. In general, we have found that most articles should be written in the third person and should avoid use of the pronouns I, we and you. You can write the article as if you were an outsider looking in at all the fun. First person can be used for "How To" articles or personal anecdotes.

Most *TGL* pages are half pages. They can usually fit approximately 500 words without subheadings or photos. Adding photos to the piece, will subtract about 200 words for each photo submitted. Because space is somewhat at a premium in the *TGL* magazine, you may want to contact the editor at 815-230-5768 to discuss any article exceeding the half page word/photo limit.

TGL reserves the right to refuse handwritten articles for consideration, due to our hectic time constraints, as time may not permit typing the article.

Photos are encouraged. Although we may not be able to add them, a reader is brought into a story by a good photo. Whenever a story can be accompanied by a photo, be sure to submit one, and we will try to fit it into your article space.

Photos

The easiest way for a photo to be submitted to the magazine is by sending high-resolution digital copies via e-mail to the magazine. Never send a photo that has been cut and pasted into a Word document or e-mail already. Its resolution will be too low to reproduce in the hardcopy magazine. Instead, send your high resolution JPEGs to thegrandelife@aol.com by attaching them to your e-mail. Generally, photos that are smaller in memory size than 1 MB will not reproduce well (Helpful Hint: if you want to determine the memory size of your photo, you can right click on the file in Windows Explorer and select Properties.)

It is wise to send a few more photos than you would like included, so that the magazine staff can choose those that will reproduce best in the magazine. Some darker photos can be lightened, however we suggest avoiding any photo that is excessively dark, blurry, or way off center. If you have more than 10 photos you would like to send, it generally is better to burn a CD of them and drop it, sealed in a plastic bag, in the *TGL* drop boxes in the neighborhood.

Please include captions of all your photos at the bottom of your article. Precede the caption with the actual name of photo file (JPEG). *TGL* also accepts hardcopy versions of photos. These should be placed in a sealable plastic bag, identified clearly, and dropped into one of the *TGL* drop boxes in the neighborhood. *TGL* unfortunately cannot return photos submitted in this way.

TGL does not run photos that are not accompanied by an explanatory article, except for The Pet of the Month.

TGL Submissions and Writers' Guidelines cont.

Professional Columns

TGL runs a number of different fun and professional columns, depending upon the space available. Columns should be newsworthy and of interest to the community, and not simply promotional, particularly with regard only to the columnist's own business or products. They should run 400-550 words in length and should be accompanied by a good resolution photograph (head shot) of the writer of at least 1 MB. An editor's note generally follows the piece and identifies the writer, his/her business name and relevant certifications and/or licensure. Column length should take the length of the editor's note into consideration. Articles must, of course, be original and include resources. The author takes all liability and responsibility for ensuring that his/her work is original.

Of course, we do accept general press releases about a company and they are considered for publication. Keep in mind that TGL, does not engage in "pay-for-play" publication of advertorials. The purchase of advertising within the magazine will not win favorable treatment for editorial submissions nor guarantee publication of a business or group's press releases or professional columns. Paid advertising does not in any way act as an endorsement of TGL.

Given the popularity of the magazine, the number of its monthly contributors and space constraints, TGL can never guarantee publication of any submitted piece. Furthermore, some professional columns will run monthly; others run as space allows.

Please contact **The Grande Life** Editors Shannon & Chuck Reinighaus with any questions at 815-230-5768 or via e-mail at Editor@TheGrandeLife.com or thegrandelife@aol.com.

Thanks for your interest in **The Grande Life**!