

## **Whatcom Watch Submission Guidelines**

### **Revised December 2015**

\*Whatcom Watch is a progressive monthly newspaper that covers government, the environment, media and other community news in and/or related to Whatcom County.

\*Editorial Prerogative: Whatcom Watch reserves the right to edit submissions for length, factual content, typographical errors and stylistic or legal faux pas. Whenever possible, the managing editor will work with the author in making modifications to submissions so they fit the format and desired content of Whatcom Watch.

\*About: Introduced in 1992, Whatcom Watch is a grassroots, volunteer-run, free monthly newspaper funded by advertising revenue, subscriptions and donations. Circulation averages 2,000 printed copies, including copies mailed to subscribers and those distributed free to libraries, bookstores and other points throughout the county.

\*Deadline and Format:

- All submissions must be received by the first of the month to be considered for publication in the following month's edition (i.e., Jan. 1 for the February issue). If you can't make a deadline, please contact the Editor at [editor@whatcomwatch.org](mailto:editor@whatcomwatch.org) to work out specific details for a deadline.
- Attach your submission as a Microsoft Word and/or text document (any version), addressed to [editor@whatcomwatch.org](mailto:editor@whatcomwatch.org).
- **VERY IMPORTANT:** Authors must use **Endnotes**, **NOT Footnotes** for research. Do not use Superscript citations. Use (1) (2) (3) etc within the article for citations (contact the editor for clarity if needed).
- Consult the Associated Press Style Manual.

\*Word count: Suggested word limits are:

- Letters to the Editor – 250-400 words
- C o m m e n t a r y – 800 words
- Columns – 1000-1200 words
- Articles – 1200-2000 words

Longer submissions may be appropriate; final determination of length will be made by the Managing Editor in consultation with the writer.

\*Letters to the Editor: LTEs should address a topic of interest to Whatcom Watch readers or relate to a previously published article in Whatcom Watch. Be brief/succinct (no more than about 400 words) and include your full name, hometown and phone number to verify identification. Attach as an MSWord doc (any version) or text doc or paste into the body of an email, addressed to: [editor@whatcomwatch.org](mailto:editor@whatcomwatch.org).

\*Tagline: This is a brief (2-3 sentences) bio of the author of the piece, identifying him/her to Whatcom Watch readers. Be informative, unique and brief. You can't fit everything in. EXAMPLE: "Joe Meche is president of the North Cascades Audubon Society and also serves the chapter as newsletter editor and birding programs coordinator."

**\*Photos/images:**

- We LOVE photos/images/art. Submit 2-3 photos or images, preferably with people doing something, in action. This can be from a previous year's event, or an archived photo relevant to the story, or interesting chart, etc.
- Charts, photos and drawings need to be sent as TIFF, EPS, JPEG or PDF files.  
**Not** PICT, BMP, WFM, GIF or PNG files.
- Tables should be sent as doc files.
- Caption: Include a brief (2-3 sentences) caption describing what's going on in the photo and the date, with correct spellings of names, organizations, locations, etc.
- Photo credit: This is the name of the person who actually took the photo so we can give him/her credit. Please check that the name is spelled correctly.
- Photo courtesy: This is different from photo credit. The photo courtesy thanks an organization or individual who submitted the photo but did not actually take the photo. Photo courtesy is used when you do not have the name of the actual photographer of a photo. Please check to be sure names/organizations are spelled correctly.

**\*Publication Delays.** Occasionally, a piece you submit gets “bumped” and does not run as planned due to layout, advertising or other publishing considerations. We therefore request your patience and understanding. We will make every effort to contact you ahead of time if we can and make a plan for publishing since we know you look forward to getting your piece in print.

**\*Volunteer Basis:** At this time, all writers, photographers, artists and others who submit work do so on a volunteer basis, making this truly a community effort.

**\*Spread the Word.** If you enjoyed submitting to Whatcom Watch, please tell your friends and colleagues to do the same. The newspaper is as strong as its contributors.

Visit Whatcom Watch online at [www.whatcomwatch.org](http://www.whatcomwatch.org)

Contact us anytime if you have questions, and thank you for contributing to the Whatcom Watch dialogue.

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