

Pines & Needles Newsletter

Submissions Guidelines

1. Submissions for the upcoming month are due to the Editor by the **14th of the prior month** (eg. December 14th is the deadline for the January issue).
2. The **subject** line should conform to this **standard**, always starting with MPQG:
MPQG Month: Heading, Title, or identifying info
Examples: MPQG November: Community Outreach
 MPQG December: Winter Social
 MPQG January: Party photos
 MPQG June: Quilt Show
3. Send all submissions **via email**, not by text message, please! **Put the text directly into the body of the email.** Please do not submit text as an attachment in Word or any other app or format.
4. Images/photos should be attached as a .jpg or a .png or a .pdf. **Please include a caption for the image and the photographer's name.** If you are attaching multiple photos, please put the identifying info directly underneath each image, so it is clear who is pictured and/or what that image is about. If you just write the description at the top of the email and then attach images, the order might not match and it will be challenging to figure out. Don't be shy about sending photos/images, pictures always speak in ways that words can't. Photos and images are always welcome!
5. Please make sure you **review your article** carefully before you submit it. The newsletter is proof-read for obvious errors and/or grammatical expression, however, the editor and proofreaders won't know if your article has missing, mis-stated, and/or incorrect information. Twelfth hour edits are not desirable.

Thank you, this will ease the way for all of us to create the best newsletter.

Carmay Knowles, Editor

October 2023