



## **Chinook Arch Submission Guidelines**

The following guidelines will help you write your story for *Chinook Arch*. If you have any questions, please contact us by email at [chinookarch@afhs.ab.ca](mailto:chinookarch@afhs.ab.ca)

### **Guidelines:**

1. Submit your article by email. If included, attach image(s) to the email message as JPG file(s).
2. **Article tips:**
  - a. **Length:** Articles should be 400 – 450 words long.
  - b. **Language and Spelling:** We only accept articles in English. Canadian spelling is honoured.
  - c. **Titles:** Please supply a short title, if possible. The editorial team may change it to fit the theme with or without notice to the writer.
3. **Images:**
  - a. If you have a photo or image you want to include, attach it to the email as a JPG file.
  - b. Scan photographs or images at 300 dpi or higher.
  - c. Please provide information which may be used in a short caption. Pertinent information may include who is in the image (left to right), how the image relates to the article, the date taken (if known) and the source (so we can determine copyright). When identifying people, please use proper names (first and last) instead of "Dad" or "Aunt Mary."
  - d. **Copyright:** If you, a close family member (now deceased), or a photographer/designer who died more than 50 years ago with no one renewing copyright did not take the photograph, written permission must be obtained to use the image in *Chinook Arch*.
4. **Editing:**
  - a. We try to keep your personal style and voice while proofing and editing for clarity. Short amounts of text may be added or removed so the article will fit within the one-page allowance.
  - b. We will send you a copy of the formatted article before it is published so you may approve any changes made during the editing process.

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