



PNCA Newsletter Submissions

The PNCA News is your newsletter. Its content largely depends on input from and about PNCA members. If you have something of interest, please send it in. Please note that all input for next month's newsletter is due no later than the 15th of the current month.

Please use the following guidelines for your input. Note, though, they are only guidelines.

Articles

The preferred method for submitting an article is a Word document, but Google Docs or Apple Pages will be OK. If you don't have any of those, then just plain text will do. Since articles are placed in two-column formatted pages, I suggest you submit in that format - it will give you a better feel for the size of your article. If I find it too big, I will edit it as necessary. If I go beyond simple edits, I will return it to you for your approval.

- The Title of the article (Use Heading Level 1; 12 point bold Arial font)
- The body text of the article (justified; 10 point Arial font; two columns if possible, unless it's short)
- Contributor's information: "Submitted by {your name}"; 10 point Lucida Handwriting font your email address; 10 point Arial font

Photos

Photos should be submitted as JPEG files. I will edit as necessary to fit in the newsletter. Each photo should include the following information:

- Title
- Location
- Brief description

If you have questions, call me or send me an email.

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