

Aerograph Content Submissions Guidelines

May 2013

To facilitate efficient and timely publication of the NWSA's newsletter the following guidelines will be observed. The goal is to provide a professional quality newsletter that conveys information relevant to the Associations core mission and offers Chapters and members shared access to space limitations of the standard publication. Increase emphasis will be placed on the use of pictures and videos (online only)

The Aerographs Editor is empowered to edit, modify, delete or delay publication of all content submissions. The Aerograph is an evolving product. The Editor is authorized to exercise artistic control over the products layout, formatting and style. Major changes to the most recently published edition should be reviewed by the current Association President or designee prior to distribution.

To be considered for publication the following principles will be broadly applied:

- The content is directly related to the core principles contained in the Constitution and Bylaws.**
- The content is considered of interest to a significant percentage of the general membership and is not specific the administrative business of any Chapter.**
- Inclusion of the content will not increase the size of the publication or significantly add to production costs.**
- All electronic content must be submitted using compatible software supported by the association (Currently Microsoft Office Suite 2010, Adobe Acrobat, Photoshop, Illustrator)**
- Pictures should be submitted electronically in the .jpg, .gif file formats in total file size of less than 1mb.**

- Submissions received via non electronic means (U.S. Mail, etc.) that require word processing or scanning may at the discretion of the editor not be chosen for publication.
- All written submissions must comply with the guidelines for length, picture quality and relevance to the association.

Note: All content not selected for publication due to size limitations in the Aerograph will be posted on the Associations website.

Chapter News Submissions:

- Must be submitted in the .doc or .docx format.
- Prior to submission for publication the author must review and correct the document for spelling and grammar. The Editor is not responsible for the accuracy of the submitted content.
- Each submission is limited to a maximum length of one and one half pages in a two column layout. Submission in excess of this limit will be edited at the discretion of the Editor.
- Pictures must be of good quality in lighting and clarity for publication in print and online.

General Member submissions:

- Must be submitted in the .doc or .docx formats
- Prior to submission for publication the author must review and correct the document for readability, spelling and grammar. The Editor is not responsible for the accuracy, correction or readability of the submitted content.
- Each submission is limited to a maximum length of one page in a two column layout. Submission in excess of this limit will be edited at the discretion of the Editor.
- Pictures must be of good quality in lighting and clarity for publication in print and online.

Bellinger List

As a cost saving measure the Bellinger List will only be distributed automatically in Aerographs transmitted electronically and will be available on the Associations website. Printed copies of the Bellinger List will be provided on an “as requested” basis each calendar year. Members may contact the Editor, the Secretary/Treasurer or local Chapter for a printed copy via standard U.S. mail delivery. (Currently all requests should be forwarded to Mike Gilroy who is responsible for production and distribution