

## Information for Writers and Photographers

### *Ninety-Nines* magazine Guidelines for Writers and Photographers

#### Manuscript Submission Due Dates:

January/February Issue	December 1
March/April Issue	February 1
May/June Issue	April 1
July/August Issue	June 1
September/October Issue	August 1
November/December Issue	October 1

#### Want to easily submit your Chapter news? Got a new rating?

Use the [Online Reporter Form](#) and send the information in immediately!

[Ninety-Nines magazine Reporter's Form](#) 

#### Editorial Guidelines for *Ninety-Nines* Magazine

The Publications Committee has developed suggested guidelines to help members submit their news articles and photographs in a format that is most compatible with digital publishing requirements. Following the guidelines will help ensure accuracy and improve photo quality in the magazine. However, please note that these are just suggestions, and the *Ninety-Nines* magazine will continue to accept articles in longhand or typewritten from those who do not have access to a computer.

#### Manuscript Submission

Chapter news may be submitted through the The Ninety-Nines website. Simply click on ***Ninety-Nines* magazine** and then click on [online reporter form](#) located directly under the deadline dates. Fill out the information you wish to submit and click **send it**. It's as easy as that!

Or, submit single-spaced text in Word or a similar word processing format without any special formatting as our software automatically formats your article. Use only common fonts such as Times or Arial and avoid headers and footers.

If mailing your article, please send the text in PC format on a CD (or a floppy), along with a printout.

Emailed articles will be accepted as text attachments following the guidelines mentioned above. Please try to avoid typing your article directly into an email message, which results in many extra spaces and those pesky carets (> >).

Your articles may be edited by us for length and clarity prior to publication. Please furnish your name, address, phone/fax number and e-mail address with your submission.

### **Photo Submission Guidelines**

Please submit your photos as high-resolution JPEGs or TIFFs.

Provide the highest resolution/size files available to you, preferably at 300 dpi.

Please:

- include any required photographer credit
- Identify everyone in the photo by name and Chapter
- include the date, place, and any other pertinent details about the photo
- make sure you have permission use the photos you are submitting

When emailing photos, please:

- send as an attachment (do not insert in to the body of the email)
- be sure your email is sending full size images
- DO NOT to insert your photos into a Word document
- for best results, please have the original photographer send the photos.

When scanning old photos, please:

- scan your photos at 300 dpi
- If the photo is very small – please enlarge to 200 percent and scan at 600 dpi. We will adjust photos for color and crop for size as needed for publication.

**Email: [news@ninety-nines.org](mailto:news@ninety-nines.org)**