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MAYNELINER ARTICLE & PHOTO SUBMISSION CRITERIA – JANUARY 2015

DEADLINES:

Article deadline is 12:00 noon on the 20th of the month with the exception of the January edition which has an early deadline in December. Submissions that arrive late may not be published.

CONFIRMATION OF RECEIPT:

Occasionally submissions emailed on time do not reach us. If you have not received a confirmation of receipt by the end of the day on the 21st, please contact us.

CONTENT:

- Length - Limit your submission to 500 words.
- Be Relevant - We ask that community group submissions deal only with your group's activities and that you limit your reporting principally to information that is relevant and of interest to the greater community.
- Avoid Redundancy - Please do not submit information that you have had published recently in the MayneLiner or that is covered by another community group.
- Be Concise - Aim to make your submission interesting, readable, informative, and to the point. What's the message you want to get out? Make every word count.
- Article & Photo Credits - Please include a submitter's name with your article. Include a credit to the photographer of a submitted photo. Ensure you have permission to use the photo. (also see PHOTOGRAPHS section below)

NON-ACCEPTABLE SUBMISSIONS:

We will not print stories that are potentially libelous or slanderous, or stories that mock or unfairly criticize individuals, community groups, or businesses. We will exercise strong caution in all cases.

If, for any reason, we find an article does not meet the above criteria or that it's inappropriate, irrelevant, or poorly written, we reserve the right to make any edits to the submission to enable it to meet our criteria.

SPELL CHECK:

Please perform a spell check before submitting an article, and ensure names are correctly spelled.

CHARTS & GRAPHS:

We require articles to be in plain text and paragraph form. If something must be presented as a chart or graph, please book advertising space.

PRODUCT PROMOTIONS:

If any item your group is selling is promoted in your article, we may require that information be submitted as an advertisement. We will contact you with if we have any concerns regarding your article.

PHOTOGRAPHS:

We encourage good photographs of Mayne Islanders and Mayne Island events. As well as a credit to the photographer, please include a list of individuals pictured in the photo (if practical), and a descriptive caption. We require photos to be high resolution and in sharp focus.

APPRECIATIONS & ANNOUNCEMENTS:

Extended lists of “thank yous” in articles are discouraged. These may be submitted be as advertising. However, we will publish (at no charge) short notes of appreciation to community groups.

LETTERS TO THE EDITOR:

We continue to publish letters to the editor. These are often presented as articles, announcements, thank yous, or opinion pieces.

If you have any questions or special requirements, please contact us. Thank you for your continued support of the MayneLiner.