



Alea Design & Print
516 Dalton Drive
Mayne Island BC
(250) 539-5361
info@aleaprint.com
www.aleaprint.com
www.mayneliner.com

MayneLiner Article Guidelines

PLEASE keep your submission under 500 words maximum. If you are also sending a photo to go along with article, fewer words. Although **we welcome photo submissions**, and we'll try to use them if possible, we can't absolutely guarantee that we'll be able to use your photo, possibly due to space limitations, or if it comes with a long article, or also due to low photo quality.

PLEASE be concise, relevant and to the point while providing only information that is of value to the community. Clear & concise writing is more likely to be read, over long & rambling.

PLEASE only report on your group's business or information.

PLEASE don't feel obligated to submit if your group has nothing to report.

PLEASE don't format your article: plain text only, no bullets or graphs. If you feel you must have specific formatting please contact us.

PLEASE avoid sending subsequent "corrected" versions of your submission after the deadline of the 20th of the month. Call us to check progress – if your article has already been placed in the MayneLiner layout it may have to run as originally submitted.

PLEASE avoid content that is potentially libelous or slanderous, or content that mocks or unfairly criticizes individuals, community groups, or businesses. We will exercise strong caution in all cases.

PLEASE do a spell check prior to sending, and please take responsibility for correct spelling of names.

PLEASE consider purchasing advertising space if your group has a product or event to promote. We also appreciate your business if your group is in the market for printed products.

PLEASE limit your "thank yous" in your article. We would suggest you take out an ad when there is a long list of people to thank. For short appreciations, we also offer our Announcements Section.

PLEASE remember our deadline is noon on the 20th of the preceding month, unless it falls on the weekend, in which case it's the previous Friday. For the January issue there is an early deadline in December, usually around the 10th.

For any reason necessary, or if we find an article does not meet the above criteria, or it is inappropriate, irrelevant, or poorly written, we reserve the right to make any edits to the submission.