

Submission Guidelines

The Real Dirt, newsletter of the WSU Lewis County Master Gardeners

Revised 28 July 2020

Thank you for your interest in submitting an article to The Real Dirt. To ensure that our newsletter is valuable and timely, the following guidelines have been compiled for those submitting material for publication.

1. Completed article must be original and must include the author's name and title. Re-prints will be considered but must be accompanied by written permission from the original author.
2. Article must include an appropriate and informative title. Capitalize only the first letter of each word in the title.
3. Limit article to about 500 words.
4. Format and Style:
 - a. Article must be submitted in MS Word document format (.doc or .docx).
 - b. Article must be submitted in 10 pt. Arial font. Effort will be made to preserve style details (bold, underline, italics), but cannot be guaranteed.
 - c. Paragraphs should be written using word wrap (no carriage returns) with paragraphs separated by a single carriage return (not indented). Please do not insert any line breaks, special spacing, etc., for formatting.
 - d. Word file submitted must not include pictures, diagrams, or other embedded images/objects.
 - e. Pictures, diagrams, etc., must be submitted in individual files in jpg, gif, or png format only. Each image file should be 100k-500k in size to ensure quality presentation without being overly large.
 - f. Images should include attribution information. It is the responsibility of the author to obtain permission for copyrighted images. (Note - when permission is unobtainable, it is acceptable to include a link to the image directly in the text.)
 - g. If the author feels the article text and image layout is important, a pdf of the preferred layout may be submitted. (The text and image files must still be submitted.) Final layout will be determined by the editors, dependent on newsletter content.
5. Submitted articles must be appropriate in language and content:
 - a. Write at a level appropriate for a high school level audience.
 - b. Do not use profanity, slang, biased or derogatory language.
 - c. Gardening information should conform to WSU Extension guidelines and requirements. Extension publications should be cited where appropriate.
6. Submitting an article gives The Real Dirt the rights to publish and edit, if needed. The newsletter's volunteer editors will review all articles and make minor changes for grammar, punctuation, etc. Articles that require significant editing cannot be accepted.
7. The Real Dirt is a joint publication of the Master Gardener Foundation of Lewis County and the Lewis County Extension Master Gardener Program. Final review by the Lewis Co. MG Coordinator is required prior to publication.
8. Article deadlines and the date an article is published will be determined by the editors.