

SUBMITTING AN ARTICLE TO *GRAND SQUARE*

NNJSDA Member Clubs

1. Compose your article on a computer, preferably as a Word document. The final article must fit between the club's header and footer; shorter articles are preferred. If you would like your club article and half-page ad on the same page, the article word count should be about 225.
2. Focus on highlights of your club's dances, special events, social events, initiatives, visitors, member activities, and so on from the distribution date of the *previous* issue to the distribution date of the *new* issue.
3. If an event is expected to take place between the article submission deadline and the distribution date, write about it in the past tense as though it has already happened. Adjustments can be made, if necessary, prior to printing.
4. Details of future events *cannot* be included in your club article. You may, however, refer readers to an ad in that issue for a future event, and we will include the page number for the ad when the layout is finalized. For example: "Our 60th anniversary will be celebrated in June. See our ad on page __ for details." (Confirm with your ad maker that such an ad is being submitted. Otherwise, use wording such as: "Our 60th anniversary will be celebrated in June. Watch for details.")
5. When mentioning people, use their full names. Your club members may know who John or Mary is, but others will benefit by having a last name.
6. If you need assistance in preparing your club article, please contact the Article Editor by email at articles@nnjsda.org and provide a phone number where you can be reached.
7. Attach your club article as a Word document in an email sent to articles@nnjsda.org. If necessary, it can be sent as text within the email.
8. **Important: If changes are needed to the club's article header or footer as shown in the previous issue, include a note for the Editor at the end of your article.**

General Interest Articles

1. Ideas for articles on general topics of interest to square dancers are very welcome and will be considered for publication. Contact the Editor in Chief at editor@nnjsda.org for acceptance of the proposed topic.
2. Compose your article on a computer, preferably as a Word document. The final article must fit onto one page of *Grand Square* maximum (about 525 words), and may be significantly reduced depending upon space available.

All Articles

1. Photos submitted with your article will be considered for inclusion, as long as they fit into the available space. Please email the photo(s) in .jpg format and provide a caption for each one to identify the photographer, date, event, location, people, etc.
2. Following receipt and acceptance, your article will be edited and formatted according to *Grand Square* style. You will receive an email attaching a copy of the final article as it is likely to appear in the magazine. Please note: Small changes may be required later, during the layout process, due to space constraints.
3. We want to ensure that all information in the magazine is accurate. If you need to make corrections following your receipt of the final article, please contact the Editor in Chief immediately at editor@nnjsda.org. Minor changes can usually be accommodated up to two weeks prior to distribution.
4. Deadlines for future issues are listed on page 2 of every issue.