



## **Article Submission Guidelines Northern Hills News (NHN)**

- Articles should be maximum of 350 words. Paragraphs format only.
- Articles should be very informative to the reader and stay on issue. Where the article pertains to a subject (vs human interest) it should be detailed and to a fairly high level.
- Do not repeat words or points.
- No companies or products to be promoted, no self-promotion.
- Articles cannot promote a particular company or a product to the exclusion of others.
- No contact information or company logos to accompany articles.
- Article credit is to be limited and may only include the contributor's name, general description of expertise, and area of residence (e.g. Bill Smith is a real estate agent in North West Calgary).
- Only in a case of Northern Hills Community Association's (NHCA) approved partnership or sponsorship a particular business name and logos would be included in an article.
- NHCA Editor reserves the right to edit articles before publication without getting approvals from the author.
- Inclusion is a subject to space availability. No guarantee of inclusion is made or implied by NHCA's acceptance of an article.
- Images to be 300 dpi. Maximum of 4 images.
- In case an article requires a structure that is outside of the above rules, this could be brought up and discussed with the Editor in advance.
- Submission deadline: 5<sup>th</sup> of the month prior to the month of publication.

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