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## **SUBMISSION POLICY FOR BLUE BARS**

The deadline for submitting officer reports, ads, etc. for each issue of *Blue Bars* is shown below.

Fall 2013 issue...August 31...published in late-October  
Winter 2014 issue...November 30...published in late-January  
Spring 2014 issue...February 28...published in late April  
Summer 2014 issue...May 31...published in late July

### **Articles with photos for front or back cover placement are treated differently.**

- You send me an article in Word format and/or photo via email or snailmail.
- Upon receipt of your article and/or photo, I will add your article and/or photo to my chronological list according to the date I receive them.
- When your article and/or photo reaches the top of my chronological list, they will appear in the next issue of *Blue Bars*.

*Blue Bars* is limited to four (4) front covers and four (4) back covers each year. Numerous clubs want to appear on the front or back cover to celebrate an anniversary, special club event, etc.; however I am unable to accommodate all clubs in a timely manner. If your club is willing to wait for cover placement, the move up the list is slower and the waiting time is longer. However, depending on space availability in each issue of *Blue Bars*, I will be happy to accommodate as many articles and/or photos as I can INSIDE each issue, resulting in a shorter waiting time on the chronological list for cover placement.

**Whether you wish to have cover or inside placement, I cannot guarantee in which issue your article and/or photo will appear.**

All photos in *Blue Bars* should be hi-resolution (over 1 MB). The front and back cover photos should be hi-resolution (over 3-4 MB) in order to retain their 'crisp, clear' quality.

The FRONT COVER should fit an 8-1/2" wide x 11" long area (portrait style). Because of the current layout of the front cover with the blue bars at the top and bottom of the page, the actual focus of the photo should fit in an 8-1/2" wide x 7-1/4" long area (in the center of the page).

The BACK COVER photo has no obstructions like the front cover; therefore, the back cover photo should be landscape style and fit 8-1/2" wide x 6" long.

All front and back cover photos must be in full color.