

SUBMITTING AN AD TO *GRAND SQUARE*

1. Create your ad as a table in a Word document. Each component of the ad's text should be editable, including text boxes. The table must have a border on all four sides.
2. Width for all ads: 5 inches.
3. Height and cost:

| <u>Ad Size</u> | <u>Maximum Height</u> | <u>Cost for Emailed Ad</u> (For USPS mail, add \$5 plus editing fees to be determined.) |
|----------------|-----------------------|--|
| full page | 7.75 inches | \$55 |
| half page | 3.75 inches | \$30 |
| quarter page | 1.75 inches | \$15 |
| eighth page | 1.00 inch | \$10 |

4. If you need assistance in preparing your ad, please contact the Ad Editor by email at ads@nnjsda.org and provide a phone number where you can be reached.
5. Send your ad to your club president before the deadline for his/her proofreading and approval.
6. Send your ad as an attachment in an email to ads@nnjsda.org.
7. Deadlines are as follows:

September issue – July 7 (distributed and posted online in late August)
May issue – March 7 (distributed and posted online in late April)
8. Following receipt, your ad will be reviewed by the Ad Editor. You will receive an email confirming placement of your ad and the fee, providing instructions for payment, and attaching a copy of the final ad as it will appear in the magazine.
9. Please use the final ad as a template or starting point to update for your next ad, if applicable.
10. We like to ensure that all information in the magazine is accurate. If corrections are needed following your receipt of the final ad, please contact the Editor in Chief immediately at editor@nnjsda.org. Minor changes can usually be accommodated up to two weeks prior to distribution.