

# SUBMITTING AN ARTICLE TO *GRAND SQUARE*

## NNJSDA Member Clubs

1. Articles will be posted on the NNJSDA website in conjunction with distribution of the printed *Grand Square*.
2. Compose your article as a Word document. The length can be up to about 525 words. Use fewer words if pictures are included.
3. 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.
4. 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.
5. Do not include details of future events in your club article. You may, however, refer readers to an ad in that issue's digital flipbook. For example: "Our 60th anniversary will be celebrated in June. See our ad for details." (Confirm with your ad maker that such information is being submitted. Otherwise, use wording such as: "Our 60th anniversary will be celebrated in June. Watch for details.")
6. 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.
7. If you need assistance in preparing your club article, please contact the article editor by email at [articles@nnjsda.org](mailto:articles@nnjsda.org) and provide a phone number where you can be reached.
8. Attach your club article as a Word document in an email sent to [articles@nnjsda.org](mailto:articles@nnjsda.org). If necessary, it can be sent as text within the email. Include your club's name in the email subject line.
9. **Important: If changes are needed to (a) the club's article header or (b) the club's details shown on the back page of the previous issue, include a note for the editor in chief at the end of your article.**

## General Interest Articles

1. Ideas for articles on topics of general interest to square dancers are very welcome and will be considered for publication in the printed issue. Contact the editor in chief at [editor@nnjsda.org](mailto:editor@nnjsda.org).
2. Upon acceptance, compose your article as a Word document no longer than 525 words. It may be significantly reduced depending upon space available.

## All Articles

1. 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 or online. Please note: Small changes may be required later due to space constraints.
2. Photos submitted with your club or other article will be considered for inclusion if they fit into the available space. Email the photo(s) in .jpg format and provide a caption for each one to identify the photographer, date, event, location, people, etc.
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, contact the editor in chief immediately at [editor@nnjsda.org](mailto:editor@nnjsda.org). Minor changes can usually be accommodated up to two weeks prior to distribution/posting online.
4. Deadlines for future issues are listed on page 2 of every issue.