

SUBMITTING AN ARTICLE TO *GRAND SQUARE*

Note: Some information below pertains only to NNJSDA Member Club articles. Articles on other topics of interest to square dancers are very welcome and will be considered for publication.

1. Compose your article on a computer, preferably as a Word document. The final article must fit onto one page of *Grand Square*. For NNJSDA Member Clubs, the article must fit between the club's header and footer.
2. Focus on highlights of your club's dances, special events, social events, initiatives, visitors, member activities, and so on from the publication 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.
4. Details of future events *cannot* be included in your 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.)
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. Photos submitted with your article will be considered for inclusion. Please email the photo(s) and provide a caption for each one to identify the photographer, date, event, location, people, etc.
7. If you need assistance in preparing your article, please contact the Article Editor by email at articles@nnjsda.org and provide a phone number where you can be reached.
8. Attach your article as a Word document in an email sent to articles@nnjsda.org. If necessary, it can be sent as text within the email. **Important: If changes are needed to the club's article header or footer as shown in the current issue, note those changes when emailing your article.**
9. Deadlines are the 7th of the month, two months prior to publication:

September issue – July 7
January issue – November 7
May issue – March 7
10. Following receipt, 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.
11. We like to ensure that all information in the magazine is accurate. If corrections are needed following your receipt of the final article, please contact the Article Editor or Editor in Chief immediately. Minor changes can usually be accommodated up to two weeks prior to distribution.