

Publishing Guidelines for *The Village Voice*

The Village Voice is a monthly newsletter published by the Crestwood Village Homeowners Association (HOA) for residents primarily to inform them of the actions and business of the Board of Trustees (BOT). *The Village Voice* also serves to inform residents of the actions of various committees and items of social and general interest to the community. *The Village Voice* is distributed to the community by the first of each month.

Acceptance of articles submitted for publication is done by the committee in accordance with the priorities and the restrictions stated below. Articles not fitting into a priority will be considered only if space is available and if considered appropriate by the committee.

CONTENT PRIORITY

Priority of articles that will be published:

1. Matters of interest and concern related to community activities and management. These include the summary of the BOT minutes and communications from the BOT, management and committees.
2. Articles on activities by organized groups in Crestwood Village.
3. Articles by or about non-profit organizations that include seniors in the resources and services they offer, provided they do not constitute or imply advertising or soliciting.
4. Matters of general interest such as issues that pertain to seniors, home maintenance, consumer matters and brief stories on residents who have received public recognition.
5. Articles of historical interest about Crestwood Village, Frederick City, Frederick County or the state of Maryland.

CONTENT RESTRICTIONS

Articles that will NOT be published include:

1. Articles critical or demeaning of the BOT, property management and/or residents. These include articles considered controversial, advocating different management approaches or insinuating malfeasance on the part of the BOT or property management.
2. Letters to the Editor.
3. Submissions that exceed one page will be returned to the submitter for reduction.
4. Submissions not related to Crestwood unless prior approval is granted by the BOT.
5. Copyrighted articles without permission.
6. Articles of a campaign and/or political nature.
7. Articles whose source is anonymous.
8. Articles in the health care field as they relate to specific conditions.
9. No article or other information will be included in *The Village Voice* that has not been reviewed/approved/proofread by the committee.

SUBMISSION REQUIREMENTS

1. Articles must be submitted to VillageVoiceCrestwood@gmail.com with the issue month in the subject line and no later than the deadline set for each month. The deadline is listed on each monthly calendar. A handwritten article can also be left in *The Village Voice* mailbox located in the clubhouse outer office.
2. New or rewritten articles will not be included in the newsletter after corrections and/or changes by the committee have been submitted to the property manager.
3. No articles will be accepted after the final layout unless approved by the BOT.
4. Should any published article contain a factual error or important omission, the author of said article must submit a correction in writing for publication in the following issue. The subsequent article will carry the title "Correction," and text will include reference to the original article title, explain the error and provide the proper text.
5. If a resident has an item of interest or concern that is applicable to Crestwood as a whole and that deals with a policy, rule, regulation, contracted service or similar category, contact either the property manager or a BOT member for further action. If the issue needs to be addressed in the newsletter, an appropriate article will be submitted by management or the BOT.

AUTHOR GUIDELINES

1. Type the article in Microsoft Word if possible.
2. It is not necessary to put the article in column format.
3. Write in complete sentences.
4. Spell out all abbreviations, such as November for Nov. or Street for St., etc.
5. Include the author's name (and phone number if appropriate) at the end of the article. If you are submitting something written by someone else, your author line should say "Submitted by [insert your name]" and include information on where the article came from, i.e., its source.
6. If you are writing on behalf of a group, include the name of the group after your name as author. If you have a position within that group, include that, e.g., President, BOT.
7. Articles on individual residents
 - To provide a venue for recognition of residents, The Village Tidbits format was created. Each Village Tidbit article begins with the name of the resident, followed by the appropriate street name in parentheses and one or two sentences to describe the reason for recognition. No author name is published, but the submission must have an author included.
 - Complete articles on individuals are limited to the passing/departure of past BOT presidents and the Pioneers.

8. Informational articles

- While the primary focus of the newsletter is Crestwood and its business, articles that focus on the community in a larger sense, for example, enjoyment of the local area's offerings, may be submitted.
- When submitting an informational article, assure that the information is accurate and include the source for the information.

COMMITTEE REVIEW

1. Review of all approved articles includes proofreading, grammar, sentence structure, spelling, punctuation, capitalization and modifying copy when needed to fit the space available.
2. Articles deemed to be in need of rewriting, as compared to proofreading, will be returned to the author for resubmission for a later issue. Re-writes will not be done by the committee.

GRAPHIC LAYOUT

1. All pages will be double column with the occasional exception of the first page.
2. White spaces will be kept to a minimum.
3. Paragraphs will not be indented, and a blank line will be left between paragraphs.
4. Graphic designs may be added to pages as appropriate at the time that editorial corrections and layout corrections are made.
5. Type for articles will be 12 pt. Arial. Headings will be 14 pt. bold all cap Arial.
6. Articles continued on another page will be avoided to the extent possible.
7. *The Village Voice* will consist of no more than twelve (12) pages, excluding pages devoted solely to advertising.
8. The header for the front page will consist of the publication name, date and volume, number.
9. The front page lists any periodic inserts regarding HOA business that originates from the office, i.e., Election Schedule, Swimming Pool Rules, etc.
10. Other inserts initiated by groups within and from outside the community will not be included on the front page listing.
11. The second page will consist of the masthead, names and titles of the BOT members and HOA staff, security hours and phone number and a disclaimer with regard to advertising. This page also lists the office hours and numbers.

ADVERTISING

1. All advertising must be noncontroversial.
2. Paid advertising will be accepted from both residents and businesses.
3. All ads will be accommodated in any one issue, either by adding or cutting other material. Advertisers may ask for a copy of the page of *The Village Voice* issue in which their ad appears or view their ad in the online issue at crestwoodvlg.net.

DISTRIBUTION

1. Community volunteers distribute one free copy of *The Village Voice* to each residence by the first of every month.
2. *The Village Voice* is available online at www.crestwoodvlg.net.
3. If available, additional copies of *The Village Voice* may be obtained from the Management Office.

COST

1. The BOT establishes an annual budget for *The Village Voice*.
2. The cost to produce each monthly issue may vary somewhat from 1/12th of the annual budget, but the objective to stay within the budget.
3. Costs may be offset by advertising income.