

KEYSTONE GARDENER FORMATTING REQUIREMENTS

for the Printed Booklet and the Online Newsletter

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Please use a MS Word document when submitting documents or articles to the Keystone Gardener printed booklet, or to the KG Online newsletter.

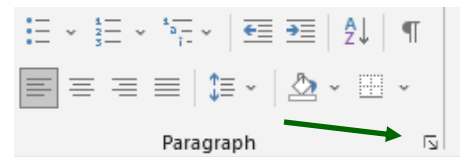
E-mail Subject line should be: **KG Booklet:** “Keystone Gardener Booklet Submission”
KG Online: “KG Online Newsletter Submission”

This will help with security issues, since if we do not recognize your e-mail address, we will not open it. **Check the Deadlines Document** to see when each publication will be published to know which publication suits your timing best. **Also make sure** your name, club name, and your phone number are in the e-mail, in case we have to reach you for clarification.

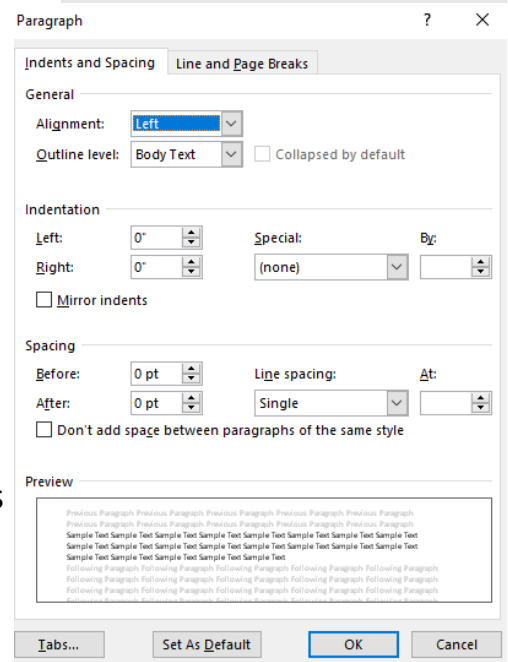
When sending photos, identify who is in the photo (left to right), and tell us which event, or activity it is. Make sure you have permission for everyone’s image from the people in the photo. Special permission is required from the parents of children.

Use single spacing and no indenting for paragraphs –just add an extra line spacing between paragraphs, as in this document.

MS Word Document Formatting: Go to the **tool bar** at the top of your screen and choose “Paragraph.”



You will see this screen on right. Make the changes in your settings to match these settings, and click ok. →



Use Arial font using 11 points.

Use two spaces after a period, and one period after a comma.

For dollars without cents, do not use the 00’s – Example: \$10.

Use caps, bold, italics, and underlining sparingly, otherwise it looks cluttered.

Use tabs instead of space bar for spacing. Tabs default to five spaces at a time. If you need to space 12 spaces, do two tabs and two spaces. Otherwise if using all spaces, the alignment can be thrown off when sending it to others, causing lots of editing time correcting it.

Creating these newsletters takes a lot of work, with cleaning up the formatting of submissions being the most difficult and time consuming. Your help with this is really appreciated.

Thank you in advance.