WESTERN CURRENTS INFORMATION

FORMATTING GUIDELINES

- All articles are to be submitted using
  - Microsoft Word
  - Times New Roman, 12
  - Single spaced

- Other conventions:
  - When keying a paragraph, allow Microsoft Word to wrap the end of each line (don't strike the ENTER key) except when ending a paragraph
  - Use the TAB key to indent paragraphs
  - Use the CENTER button to center lines
  - Allow two spaces after a period, question mark, exclamation mark, or a colon
  - Allow one space after a comma or a semi colon

- Photos
  - Only clear, high quality .jpeg photos should be submitted

ADVERTISING DEADLINES

Deadline Dates

Issue	Due Date
August	July 1
December	November 1
April	March 1

ARTICLE DEADLINES

Deadline Dates

Issue	Due Date
August	July 15
December	November 15
April	March 15