KEYSTONE GARDENER STYLE FORMATTING REQUIREMENTS
for the printed booklet and the online newsletter.

When submitting a document to the Keystone Gardener printed booklet, or to the KG ONLINE newsletter, **please put it in a WORD document.**

When sending your submissions by e-mail, in the Subject line say: **"Keystone Gardener Booklet submission"** (Karen Wychock, Editor), or **"KG ONLINE Newsletter submission"** (Marie Mueller, Editor) so we will know which document to put it in. This will also help with security issues, since if we do not recognize your e-mail address, we will not open it. If you are unsure who to send it to, check the deadlines 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 is in the e-mail, in case we have to call 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, just like I have done here.

In WORD, go to the tool bar at the top of your screen and choose "Paragraph" (it is under the formatting for bullets and centering, etc. You will see this screen. → Make the changes on your screen 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 – just do this: $10.

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

Use tabs instead of space bar for spacing. Tabs generally go 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.

Doing 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.