

SUBMISSION GUIDELINES 2012 ... CAROLINA WINGSPAN and NCWG Website

- * E-mail article and attachments to: carolina.wingspan@ncwg.cap.gov.
- * **Send story in body of an e-mail** rather than as an attachment.
- * Please do not use any formatting, page centering, tables, etc. Do not submit on CAP letterhead. **Do not include any photos in the body of the text.**
- * **Subject line should include:** Unit name and brief description [e.g., "Lizzard Lick Comp Sq (MER-NC-XXX): Senior member honored for AE contribution"]
- * Always include author's contact info: name, unit/wing, phone, e-mail, etc.
- * You may compose your article in MS Word. Use Spell Check. Heed messages that say, "Passive voice, consider revising." *Copy and paste this text into your e-mail*
- * **Do not send articles and photos in separate E-mails. Piecemeal submissions will be returned.**
- * Refer often to the AP Stylebook, especially when listing ranks of members: Use Lt. Col. and not LtC or LtCol.

Submitting Digital Images/Photos

- * Submit as jpg **attachments** to the e-mail (no tiffs, bmps, gifs, etc.), rather than in body of story.
 - * Minimum scan resolution: 250-300 dpi.** (See Below)
 - * Minimum pixel resolution: 1280 x 960.** (See Below)
 - * Cellphone photos of at least 2.5 Mb *may* be used
 - * **Please send attachments rather than links to photo-hosting Web sites.**
 - * Photos must be in color (unless the original is B/W). Do not add any special effects.
 - * **Provide detailed outline info, including description of action, complete identities, photo credits. Large groups need not be individually identified.**
 - * Submit only the best photos. With most articles, include up to 2-3 photos.
 - * Try to submit at least one photo with every submission, even if it's just a head-&-shoulders shot of the senior member or cadet featured in the article.
 - **If you do not have access to a photo editing program, send what you have. It may be possible to use them. Check the sharpness of every photo submitted. Blurry, out-of-focus shots will not be used. Dark photos are easily lightened. Overexposed photos are mostly beyond hope if the image is burned out.
- Editor's Note: CAP News is Now VolunteerNow on the National website. Their guidelines are similar, but not identical, to those posted above. VolunteerNow articles are submitted on a form and all articles must include at least one photo: To submit a VolunteerNow article, go to the National website: <http://www.capmembers.com/> and log into eServices (now at the top of the screen). Once logged in with username and password, scroll to the bottom of the left navigation window and click on **VolunteerNow Submission Form**.*