

Guidelines for NCSITE newsletter submissions

Artwork for Advertisements – *those not meeting these requirements may not be used for publication.*

- Please provide artwork in PC accessible format. Zip disks are acceptable.
- Provide a hard copy of the image if you are emailing an attachment. A faxed copy is acceptable for hard copy only — not for camera-ready artwork.
- Ads must be submitted to be reproduced in black (one color) by submitting either .tif or .eps files. Do not layer these files or the images will print with jagged edges.
- PDF files are not acceptable at all.
- Design screens and images within artwork to print at 133 line screen. Pixelizing will occur if a smaller line screen is used, especially if we need to increase the size of your image.
- If you are sending a PhotoShop file, do not compress the file in PhotoShop. Compress using WinZip to maintain the integrity of the visual information.

Photographs/Images – *those not meeting these requirements may not be used for publication.*

- When available, please send original image for scanning at I TRE.
- If you must keep the original photographs, please scan them in at 300 dpi (for the image to print clearly, it must be scanned at twice the printing resolution). Please scan in black and white for the printed newsletter.

- If you e-mail photographs, they must be high resolution. JPEG files are usually not acceptable, especially if they are 75 dpi images. JPEG files were designed to be used on the Web. They do not hold the image well for reproduction if they are not high resolution.
- Photos must be sent in native file formats. Please do not send files with the photos embedded in the file. Copying the photo lessens the resolution as well. (Example: do not send photos embedded into PowerPoint or Word files that have to be extracted. The quality is reduced by this process.)

Articles – *those not meeting these requirements may not be used for publication.*

- Submit in an email or attached as a Word file. DO NOT format text at all. No tabs, underlines, bold, italics, all caps, etc. All formatting should be done in publishing program. Please send a hard copy with Subheads marked (faxed copy is acceptable). If you have bulleted information, it is okay to format that feature in your word processing package.
- When submitting information via email, please indicate which section of the newsletter it is for in the subject line. (Example: Council Updates, Southern District News, etc.)
- Do not send articles which were published elsewhere unless you obtain reprint permission from the publication in which the article appeared.
- Photos must be sent in at high resolution (300 dpi) in order to print appropriately. *See guidelines above.*