



## ***The Bookwoman* Submission Guidelines**

### **SUBMISSION DEADLINES FOR 2013/14**

**Fall Edition – August 1**  
**NRGM – September 15**  
**Winter Edition – November 1**  
**Spring Edition – February 1**  
**Summer Edition – May 1**

### **General Formatting Guidelines**

- All article and news submissions in Times New Roman 12 point font, single spaced.
- Send electronic submissions, written in Microsoft Word, as attachments to e-mail to [newsletter@wnba-books.org](mailto:newsletter@wnba-books.org).
- Embed URLs whenever possible. When submitting a long URL, please use [bit.ly](http://bit.ly) addresses.
- Please attach picture files separately in the e-mail and provide appropriate captions identifying everyone in the photo, their titles, and indicate at which event the photo(s) were taken. Also include the photo credit/copyright if applicable. (Photos will be used as space as allows. JPEGs preferred.)

### **Chapter News**

#### **UP TO 500 WORDS IN TOTAL**

Event summaries that have taken place since the last submission date for *The Bookwoman*. If the chapter has had an event at a local bookstore you would like to support, you may link book titles to it for that month's chapter news.

### **Member News**

#### **UNDER 40 WORDS FOR EACH MEMBER'S NEWS**

Begin with the member's name; embed all links in the text or at the bottom of the email. Book covers and other images as JPEGs if possible. If mentioning a book, please include link to [Indiebound.org](http://Indiebound.org). If not available there, [BN.com](http://BN.com), and as a last resort, to [Amazon.com](http://Amazon.com). **Where possible, please include cover art for books.**

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**Any further questions about submissions may be directed to Gloria Toler and Rhona Whitty at: [newsletter@wnba-books.org](mailto:newsletter@wnba-books.org).**