



NEWSLETTER SUBMISSION GUIDE

Please follow the below guidelines when submitting articles, flyers, ad copy, etc. to the Newsletter Committee Chair. Thanks for your help!

Document type: Microsoft Word (some cities do not use Word, so converting the document to PDF is fine)

Formatting: Justified paragraphs

Article font*: Gill Sans MT, 12 pt.

Article titles: Bold type

Article writers: Name, certification, position, city

Photos: Include caption with names and cities of those in the photo

*Flyer fonts can be in whatever size, color or shape that you want since they are designed to be eye-catching.