

AMTA-Wyoming

Newsletter Article Submission Guidelines

Submission dates: January 31st, June 30th, October 31st

- Articles should be approximately **100-300 words**.
- Please also **include a title** for your article.
- To submit, **e-mail your article** to Cassidy Redig (Chapter President) at president.amtawy@gmail.com
- Include **"AMTA-WY newsletter submission" in the subject line** of your submission e-mail.
- Include your **first name, last name**, and a **contact e-mail address** in the body of your message. Your name (but not your e-mail) will appear in the newsletter (unless you ask to be anonymous).
- We will work with you via e-mail to edit and proof your submission prior to publication.
- **Articles should be sent as an attachment**, in either Word (.doc or .docx), plaintext (.txt, use Unicode encoding), or richtext (.rtf) format. Please do not send in .pdf format.
- Related **pictures are highly encouraged** to be submitted along with your article.
 - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use. (E-mail president.amtawy@gmail.com with any questions.)
 - **Attach images to the same e-mail** as your article submission.
 - Include a short (1 sentence) **caption of each image**.