

## ONLINE News

### Submission Format Guide

Please adhere to these requests when writing an article for NHEMA Online News. It is very helpful in getting the newsletter out on time and is most cost effective.

Thank You.

1. Type your document in **MS WORD** format.
2. The font should be **TIMES NEW ROMAN 12**.
3. Do **not use templates** please.
4. Do **not block** your article.
5. Use **bold or italics sparingly**.
6. Use **upper and lower case** letters; not all caps please.
7. **Refrain from using an outline format**. If you need article to appear as an outline, inform the editor in writing via e- mail.
8. **Spell out all acronyms** . Example: NHEMA, New Hampshire Educational Media Association.
9. Create a **separate file for each article**.
10. **Name your files** using the **Title, Month, Year, your first initial and full last name in lower case letters**. Avoid using punctuation or spaces.  
Example: copyrightlaws1-85bsilva
11. When in doubt, contact the editor via e- mail:  
Bethany Silva [betny\\_silva@yahoo.com](mailto:betny_silva@yahoo.com)