



***The Bookwoman* Submission Guidelines**

SUBMISSION DEADLINES

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.
- Embed URLs whenever possible. When submitting a long URL, please use 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. If not available there, BN.com, and as a last resort, to Amazon.com. **Where possible, please include cover art for books.**

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Any further questions about submissions may be directed to Nicole Ayers and Rhona Whitty at: newsletter@wnba-books.org.