

How to Submit an Article for the *Marsh Notes* newsletter

Article Size

Lede articles are between 1000-2000 words.

All other articles vary between 250-1000 words depending on the topic.

Format

Due to the formatting process our graphics designer uses, articles should be submitted in Times New Roman, 12 point font, single spaced.

In addition, if you want to highlight a section, use brackets, i.e. [BULLETS], [END BULLETS].

Any special font styles should also be indicated with brackets, i.e. [ITL] Quercus rubra, to indicate italics are needed for the species name of red oak.

Pictures

Any associated pictures should be sent separately as .jpg or .tiff files.

Photographs must have good resolution, and should be at least 30 kb, but bigger is better.

At the end of the article, use brackets to indicate picture file names and captions, i.e. [INSERT] RedOak.jpg [CAPTION] The red oak is a common tree in the forests of Jug Bay.