

GUIDELINES FOR *CHAPTER NEWS* ARTICLES FOR THE *QUESTER QUARTERLY*

How to Write a Chapter News Article

All chapters are welcome and encouraged to write articles for the *Chapter News* section of each issue of the *The Quester Quarterly*.

- Number of Words – Word count not to exceed 175 words, including the name of the chapter, state, and writer.
- Document Format - Word preferred, no PDFs. The article must be able to be edited as space allows. Attaching the article to an email is preferred over typing the article in the body of the email. Typed articles (and photos) via USPS are also welcome.
- Number of Photographs – Maximum of 1 photo accompanying each article. Do NOT embed the photo in an email; send as an attachment. 300 DPI suggested; if unknown, send sharpest copy.
- Frequency to Submit – No more than one article per Quester year per chapter.
- Copy Deadlines – Spring – February 1; Summer – June 1; Fall – August 1; Winter – October 1. Also see the inside front page of each issue of the *Quester Quarterly* for deadlines, or check the *Calendar Of International Mailings And Deadlines*. Articles will be printed in the order received, as space allows.
- Do not send the same article submitted to *The Quester Quarterly* to your State newsletter, report something different. Your State members do not need to see the same article twice, and your State does not need the duplicate printing cost.

Tips

- Keep articles concise not flowery. Keep sentences and paragraphs short. Do not overdo descriptive adjectives no matter how superflousganzadelightenment the experience or project. Before submitting, reread the entire article and try to remove any words that aren't completely necessary.
- The Five "W"s and the "H" still hold true, whether the article is about your latest P & R project, or your latest chapter outing: Who? What? Where? When? Why? How?