

Guidelines for PA ELK  
August 2013

I. Four Issues

- A. March 15<sup>th</sup>
- B. June 15<sup>th</sup>
- C. September 15<sup>th</sup>
- D. December 15<sup>th</sup>

II. Deadline for Articles and Photos to be sent to Editor

- A. February 25<sup>th</sup>
- B. May 25<sup>th</sup>
- C. August 25<sup>th</sup>
- D. November 25<sup>th</sup>

III. Tentative Sections with page allotments (Total Pages 24)

- A. Grand Lodge (1 Page)
- B. State Association (2 Pages)
- C. District (2 Pages per District – total 16 pages)
- D. State Committee Chairperson Reports ( 4 pages)
- E. Editor Information, Mailing, etc. (1 page)

IV. Materials for publication

- A. Grand Lodge – Sponsor Message, Important Grand Lodge Information, Convention Information
- B. State Association – President’s Message, Important Information pertaining to State Association, Convention Information
- C. District – Public Relations Chair to collect articles, news items, and photos from Local Lodges and submit to Editor
- D. State Committee Chairperson Reports and/or articles (Some Committees will be expected to submit information for all publications – others will be assigned specific issues)

V. Format (must be compatible with Editor’s programs)

A. PHOTOS

- i. Photos should be submitted in jpg, pdf, or tiff format – dpi (dots per inch) no less than 144 dpi. Not necessary to be over 200 dpi, otherwise the files get too big.
- ii. Color photos are fine, but will be published in black & white
- iii. When using camera phones, camera should be set on highest resolution.
- iv. When emailing photo files, if given the option, send at “original” size. Do not downsize.
- v. Photos sent by email should be attached, not pasted into the email or the document.

- vi. Photos submitted should follow similar guidelines as established by the Elk Magazine
- vii. All persons must be identified with proper titles L to R
- viii. Photos from websites or from home printers are not acceptable.
- ix. Photos of large groups (10 or more people) are not desirable

B. ARTICLE and/or REPORTS

- i. Articles must be typed and files saved in the following formats: .doc, .docx, .txt, or .pdf (Adobe Acrobat .pdf files preferred)"
- ii. Articles must be timely in order to be published
- iii. Verbal and hand written information will not be accepted
- iv. Editor reserves the right to edit materials submitted to conform to restrictions of space.

VI. Submissions:

- A. Lodge News to be submitted to District Public Relations Chairperson who will forward directly to the Editor
- B. Committee Chairperson Reports and/or Articles to be submitted directly to Editor
- C. Grand Lodge Sponsor and State Association President message to be submitted directly to Editor
- D. Grand Lodge and State Association Business related information to be submitted directly to Editor

Submissions:

Email [artwrx@ptd.net](mailto:artwrx@ptd.net)

Mailing files on CD: Klein Artworks, 800 Continental Blvd., Danville, PA 17821

Questions or problems: 570-275-8899, Monday – Friday 9am -5pm