

## Submission Guidelines:

Submit your article by **August 31st** so we can stay on track for targeted launch date.

Submit article and bio to: [JudeeLight@comcast.net](mailto:JudeeLight@comcast.net).

Any Questions about article specifications, contact Judee Light at 850-443-1778.

**Your Photo:** It is imperative that you send us a high quality photo for inclusion in the book. Please follow the below guidelines:

**Headshot - Not Full Body**

**At Least 300 dpi at 1,000 px or more - jpg or png (either of those works).**

**If you are unsure if your photo meets these specifications, contact your photographer or Candi Parker at 850-556-5665.**

**Submit Your Photo** to Candi Parker – Email: [docneedles@aol.com](mailto:docneedles@aol.com)

## Your Article:

You do not need to lay out your article the way you want it to look in the printed book. Our graphic artist will lay out the entire book for consistency. Please follow these guidelines:

1. Write your article with **1,000 to 1,500 words** using single spacing.
2. Use **Microsoft Word** as your document application.
3. **Margins** should be 1 inch left, right, top, bottom (just as the margins in this document).
4. Type in **Cambria, 12-point font** (just as this font in this document).
5. **Do not** use page breaks.
6. **For new paragraphs:** No space between paragraphs. Indent new paragraphs .25”.
7. **Author's Biography:** Write **up to 150 words** describing your accomplishments, recognitions and your expertise. Write it in the third person and add it at the end of your article in the same Word document.
8. **Proofread your work.** Use Spell Check, and then check it again. Have a friend or family member read it through.
9. **Submit your article via email (as a Word doc attachment) to:**  
[JudeeLight@Comcast.net](mailto:JudeeLight@Comcast.net)  
**Subject line to read: JTS - Your name, title of article**

Once you submit your article, our Editor, Judee Light, will proofread. If your article requires editing, you will receive your article for review prior to publication. You will have the opportunity to make changes only once.

**If you have any questions about the overall process, please contact Candi Parker at 850-556-5665.**