

How to prepare an article for *Schutzhund USA* magazine

Editorial deadlines:

January/February	November 1
March/April	January 1
May/June	March 1
July/August	May 1
September/October	July 1
November/December	September 1

Article copy should be submitted in a Microsoft Word document and sent to Cheryl Morris at cherylmorris@ktis.net. Please be sure to include the **full, correctly spelled names of all people and dogs mentioned in the article**. People should be identified by first and last name, no courtesy titles (ie, no Mr., Mrs.). Dogs should be identified by full kennel name; please spell out “vom”, “von”, “von der” within the dog’s kennel name.

Author info: Please include the author’s full name, contact information (phone number and email address), and a list of the photos that will be sent to accompany the article at the end of the Word doc. In the subject line of the e-mail, please include the name of the article.

Word count: We average about 500 words per page in the magazine, so keep this in mind as you’re writing. Club reports average 1-2 pages, while longer features might be as many as four pages. If your draft exceeds 2,000 words, please keep in mind that it will likely need to be edited for length or broken into a series of articles, if the subject lends itself to this treatment.

Photos should be submitted as attachments (ie not embedded in a Word doc). Acceptable file formats are TIF, JPEG and PSD. All photos should be at a resolution of 300 ppi at final print size (minimum 3x5 inches). We usually use between two and three photos per article, but this can vary according to the subject matter, so please submit the best photos you have on-hand with the understanding that we may not be able to use all of them. Each photo should have a complete caption included with all subjects (people and dogs) identified. Within the e-mail, please list the photo file name and what the caption should be, as well as a photo credit for each one submitted.

The **Magazine Committee** will review and edit each article as needed so that the piece adheres to our style, but please keep the following in mind while writing your article:

- Please use only ONE space after a period.
- “Schutzhund” is always spelled out and capitalized when referring to the sport.
- SchH3 is the correct way to list a title (not Schutzhund III).
- Spell out numbers one through ten; eleven and higher are listed as numerals (11, 12, 200, etc)

Please keep in mind that all submitted articles should be **non-commercial** in nature and should not be submitted for the purpose of promoting a particular breeder, seminar, trainer, brand of equipment, etc. We are happy to accept paid advertising for this type of content, but in order to retain our editorial impartiality and the credibility of the magazine, we must adhere strictly to this policy.

Thank you for submitting your article! (Revised, JA, 1/11/2011)