



Garden Gateways

Submission Guidelines

We want to make this process as easy as possible for everyone, so here are the necessary content and formats required for clean and concise copy for Garden Gateways. Please share this information with your members.

1. Text: No formatting is required. Text should be in Word format or in the body of an email. Write the article as fully as possible. Understand we will likely edit the text but appreciate having it in as publication ready as possible. DO NOT embed photos in the Word document. PDF files are not compatible and can only be used for context or to identify photos or provide captions.

2. Photos: Must be attached to an email as jpeg in **large** format or in as high a resolution as possible. They cannot be embedded in a Word or PDF document. (Photos that have been sent via phone text are not large enough to print clearly.) If using an iPhone, choose **large** or **original size** when attaching to an email.

3. Photo Release Forms: If you use photos of children, you must have a signed photo release form. Please keep these forms on file with your Club; they do not have to be submitted to Garden Gateways. The form can be found at <https://gardenclubofgeorgia.org/wp-content/uploads/2023/08/ngc-publication-release-fillable.pdf>

4. Advertisements: Please consider requesting your local businesses with a gardening focus to purchase an advertisement in Garden Gateways. Please forward the business contact information to me.

5. Calendar: Remember to send details of any special events to be included in "Coming Up." Also consider announcing your event on the other media outlets listed below.

6. <u>Deadlines</u>:	Summer Issue (Jun. - Jul. - Aug.)	April 15
	Fall Issue (Sep. - Oct. - Nov.)	July 15
	Winter Issue (Dec. - Jan. - Feb.)	October 15
	Spring Issue (Mar. - Apr. - May)	January 15

7. Other Media Outlets to Consider: If you have more than will fit on one page, please consider these other outlets:

- District Newsletter or Social Media,
- District Page on the GCG website or
- Garden Gateways Online Extras.

If you have any questions, feel free to contact Carolyn, Betty, or myself. Our contact information is below. We believe Garden Gateways is a great opportunity to attract and retain members providing in-depth gardening topics and highlighting all the interesting GCG happenings around our State.

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