

**SECTION 10** **Lifeline Article Submission**

Submission due date is the **1st Thursday of each month** – with no exceptions. Articles must have approval of your respective VP or Committee Chair and submitted to the VP of Administration.

If the submission deadline is missed a one line blurb may be placed in the LiftLine with a note to check the Website or Weekly Emails for more details. It is imperative that Lifeline publication not be delayed as many articles are date sensitive.

Articles are to be emailed to publications@ocskiclub.org with a cc to the VP of Administration admin@ocskiclub.org by the committee chair or, in their absence, the respective VP or President. If you wish the article to also appear on the Website and/or weekly email refer to the procedures contained in the Policy and Procedure Manual Section 11 Website – Articles and Email.

**Article Submission**

**Format**

**Articles** MS Word format - No more than a 1/2 page for each article  
 Always indicate in the article: WHAT the event is  
 WHEN it is  
 WHY we are holding the event  
 (to have fun, raise money, etc)  
 WHERE it is  
 HOW MUCH it is  
 WHO is event/trip leader  
 (Name, phone number &/or e-mail address)

**Pictures**

May be sent but will only be printed on a space availability basis  
 Must be JPG format (min. 200 dpi resolution) Hardcopy (Photos will be returned to owner)  
 Image size must no smaller than 3” X 5”  
 Include the following with the picture:  
 Name of person(s) in the picture                      Photographer’s name  
 Event & Date picture was taken                      Description of picture (to aid in captions)  
 Name & # of the person submitting the photo

NOTE: Make sure you have the correct spelling of all names. Everyone likes to see his or her name in print and spelled correctly.

**Duration**

Indicate what month(s) your article is to appear in the Lifeline.  
NOTE: Upcoming and current events take precedence over reviews of past events.

**Submission**

Email submission is the preferred method with the article as an attachment  
Articles may be submitted by regular mail or in person via:  
MS Word file on a disk or,  
Hardcopy - however it is up to the author to do so within the deadline restrictions as this method will require the editor to retype the entire document.

**Article Approval**

Submit articles that have been approved by the VP or Committee chairperson responsible for your event.

NOTE: Content and placement of articles is subject to editorial discretion. Since space is often limited, articles may be edited for length, content, and/or printed at a later date.