



NEWSLETTER ARTICLE & SUBMISSION GUIDELINES

- Articles should be approximately 100-300 words.
- Submissions should be copy ready (with proper grammar, spelling, etc.).
- Please also include a title for your article.
- To submit, e-mail your article to Rebecca Helm (newsletter editor) at newsletter@mmta.net.
- Include "MMTA newsletter submission" in the subject line of your submission e-mail.
- Include your first name, last name, and a contact e-mail address in the body of your message. Your name (but not your e-mail) will appear in the newsletter (unless you ask to be anonymous).
- We will work with you via e-mail to edit and proof your submission prior to publication.
- Articles should be sent as an attachment in Word (.doc or .docx) format. Please do not send in .pdf format.
- Related pictures are highly encouraged to be submitted along with your article.
 - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use.
 - Attach images to the same e-mail as your article submission.
 - Include a short (1 sentence) caption of each image.
- Submissions that are deemed commercial in nature will not be accepted.
- Submissions that do not meet the above guidelines may not be accepted.