

Instructions for *Journal* Submissions

Articles for the *Journal* must be typed in Microsoft Word and emailed as an attachment to the *Journal* editor at Journal@gcvirginia.org. A confirmation of receipt of the article will be sent. Articles should be in narrative form, avoiding first person, and must be 450 words or fewer.

The article must include a title and a byline, giving the author's name, followed by the name of the garden club of which the author is a member. If it is applicable, her GCV title may be included. Care should be taken to use the correct name of a garden club. Some clubs have "The" as part of their name; others do not. The GCV Directory and Handbook and the GCV website provide this information.

There should be one space after a period. Book and magazine titles, as well as website addresses, should be italicized. The use of bold print, capital letters or italics for emphasis, as well as the use of exclamation points, dashes and unnecessary quotation marks, is discouraged. In most cases these will be edited out.

If information, such as an announcement of an event, is submitted with no article, the Editorial Board will print the information in a template format. If the announcement is also on the GCV website, that fact should be noted. Articles of 200 words or fewer may be accepted for Club Notes as space allows. A photograph may be included.

Photographs must be submitted to the *Journal* address electronically in JPEG, TIFF, PNG, EPS, PDF or PSD format at least 300 dpi.

Deadlines are as follows:

January 15 for the March issue

April 15 for the June issue

July 15 for the September issue

October 15 for the December issue