

Instructions for *Journal* Submissions
by the Editorial Board
The Garden Club of Virginia

Articles for the *Journal* must be typed in Microsoft Word and submitted electronically to the *Journal* editor at Journal@gcvirginia.org as attachments, not imbedded in email. A confirmation of receipt of the article will be sent.

Articles should be in narrative form and must be 450 words or fewer. The number of words in the article should be noted at the end of the article. (Word Count is useful for this.)

The title of the article should be centered at the top of the page in Times New Roman, font size 14. The byline and the article should be in Times New Roman, font size 12. The byline, giving the author's name, should be followed by the name of the garden club of which the author is a member and both of these lines should be in italics. If it is applicable, her 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.

Paragraphs should be indented and there should be no space between lines or paragraphs. 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 News 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 216 ppi.

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

This article has been written to resemble as closely as possible a correct submission to the *Journal*.

377 words