

SUBMISSION GUIDELINES FOR THE SEATTLE VOTER

A publication of the League of Women Voters of Seattle-King County

The *Seattle Voter* is published nearly every month between September and May; December/January is a joint issue. The *Voter* for each of these months is prepared the previous month and is printed and delivered to the members by the end of that month. Only one issue of the *Voter* is published in the summer; it comes out in July. All members are welcome to submit announcements and articles to the *Voter*. Guidelines for submissions appear below.

1. Voter deadline

The deadline for submitting items to the *Voter* is usually the Monday after the first Saturday in the month. It is a week later if the Saturday falls within a holiday weekend.

2. How to submit an item

Send submissions to nanvoter@comcast.net. Please include your name, your contact information, and your connection to the League (e.g., "Chair, Social Justice Committee"). It works best if you submit your material as an attachment, preferably a Word document. Indicate in your email that you are sending an attachment for the [month] *Voter*. If you have changes to make after the deadline, please send them to the editor; we will include them if time allows.

3. No formatting

Do not format the article in any way. Do not use ALL CAPS or the like. You may submit your article in any clear font such as Geneva, Arial, or Times New Roman. It will be formatted once it is in the desktop publishing program. You may include formatting instructions in the text or at the end of the article. Please MAKE SURE your instructions are highlighted in color, if possible, and placed in brackets.

4. Cover articles

Cover articles are often tied to the unit readings and forum for the month. The purpose of such an article is to pique the reader's interest, not to summarize or repeat information that is contained elsewhere. For instance, it may focus on a particular aspect of the topic or on a local connection. Ideally, cover articles should fit on the cover page. Aim for 400-450 words; there is generally other content on the cover.

5. Committee meeting announcements

Use the following format:

Committee Name
Date:
Time:
Place:

Add a general description. Include topic, guest speaker names, and contact information for the committee chair. Do not write the committee announcement in first person.

Please follow date and time guidelines below!

6. Event announcements

Use the above format with event name rather than committee name. Include description of event, sponsorships, and contact information.

7. Dates

When listing a date for an upcoming event or meeting, include the day of the week, spell out the month, and use numerals for the date (with no “th” at the end of the date).

Example: Friday, October 6

8. Time

Use numerals and periods, e.g. 6:00 p.m. (not six pm).

9. Telephone numbers

Use this format only: 206-555-5555

10. Acronyms

The first time you use an acronym in an article, write the full name of the organization you are mentioning and follow it with the acronym in parenthesis. This includes LWVS-KC, LWVWA, and LWVUS. Example: The League of Women Voters of Seattle-King County (LWVS-KC).

11. Serial Commas

Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma—known as a serial comma—should appear before the conjunction. If the last element consists of a pair joined by “and,” the pair should still be preceded by a serial comma and the first “and.” Example: Adam was eating, Burton was drinking, and Carl was yodeling and serving food.

12. Other punctuation

Use one space, not two, after periods, colons, exclamation points, etc. Periods and commas generally go *inside* quotation marks, colons and semi-colons *outside*. Question marks and exclamation points go outside quotation marks unless they are part of the quoted matter.

13. Capitals

Our convention is to capitalize “League” when it refers to the League of Women Voters, and “Board” when it refers to the board of directors of the League.

14. Preferred spellings

Many recent terms have more than one acceptable spelling. For consistency, we use the following: email; website; listserv; podcast.

15. Titles and names of books, etc.

Use *italics* for titles or names of books, movies, television and radio programs and series, albums, periodicals, and court case names. Use *italics* also for names of newspapers; omit an initial "The" and insert (in *italics*) the appropriate city name, even if it is not part of the official title.

Use roman type with quotation marks for short stories, articles, poems, short films, songs, and individual episodes of TV or radio series.

16. Numbers

The numbers below ten should be spelled out, as should any numbers that begin a sentence.

17. Graphs, charts, and tables

Word documents with charts, tables, etc. must be reformatted when placed into *InDesign* (the League's desktop publishing software). This is easiest if the graphs, charts, and tables are sent as separate files, preferably as jpg files.

18. Word count for other than cover article

The maximum number of words that will fit on one page is 675. This count does not allow space for photos or other inserts.

19. Internet references

Avoid long links to internet sites. They are hard to reproduce correctly from a printed document and tend to be volatile. Instead, identify the main website and offer guidance to help the reader navigate it.

20. Gender neutral language

Use neutral terms such as "chair" or "councilmember." Avoid third person singular pronouns when gender is unknown; try using second person or plurals where they will work.

21. Bias

Please bear in mind that the League is a nonpartisan organization. All articles in the *Voter* will be reviewed for bias by the League president.

22. Tracking

Do not submit materials with "tracking" still revealed. Settle on the version you intend to submit and send that final version "untracked."

23. Editing

The *Voter* editor may edit submissions according to these guidelines. The editor will consult authors on questions of meaning.