

## Wild Ones Ozark Chapter *Guidelines for Contributors to the Quarterly Journal*

Submit articles, poetry, photography and events to [editor.wildonesozarkchapter@gmail.com](mailto:editor.wildonesozarkchapter@gmail.com).

Following is our publication schedule:

<b>For Publication:</b>	<b>Your content is due:</b>
July 1	<i>June 7</i>
October 1	<i>September 7</i>
January 1	<i>December 7</i>
April 1	<i>March 7</i>

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### What We're Looking For

Member News – What projects are you working on to support native landscaping in our region? Have you noticed something special taking place that's related to our mission, or a glaring need in a neighborhood or community? Would you like to review an excellent book about native landscaping? Let's keep our membership in touch with one another! Selected responses will be published.

Articles of Expertise – Informational articles about native plant species, horticulture, and your experiences in re-wilding a property or fostering native landscapes.

Creative Expression – Poems, photographs and other submissions to share our appreciation of native landscapes.

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### Guidelines for Contributing

The journal team appreciates the efforts of article contributors; without you our publication would not be possible! We have established guidelines to streamline our process, which is conducted exclusively by volunteers. Please include the following with each submission:

- A high-resolution JPEG photograph of yourself, with your face being the focus. Bigger is better so that we can adjust as needed.
- A short bio; three to five sentences is ideal. Suggestions: Any background related to your subject and our mission; hobbies, specialties or affiliations; and/or general information about where you live and what we should know about you.



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## Formatting the Article and Text

- **Remove ALL formatting from your file.** Send it plain, not fancy! No page headers, footers, or footnotes. Font and layout will be handled by our journal designer, so keep it simple.
- Your article can be either in plain text, Microsoft Word (.doc or .docx) or Google Drive format. Please include a **suggested headline**.
- Type **your name** underneath the suggested headline, and include **your most relevant title** (at the most, two), such as: *Member, Wild Ones Ozark Chapter*, or *Member, Northwest Arkansas Master Naturalists* – you may also include a professional job title or designation.
- Include complete citations for all references. Copyrighted items should be annotated with “permission to print/reprint from...”. It is always appropriate to indicate the source of material/graphics, even if it is in the public domain.
- Articles will be copyedited for clarity and style.

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## Formats for Photos

- Send at least **two high-resolution images** with each article: photos, screenshots, maps, diagrams, and/or other visuals that help tell your story. **These images cannot be embedded in your article, they must be saved separately.** You can attach them within the same email as your article, or send a separate article with the images.
- Save images (with little or no compression) in **TIF, BMP, PNG, or JPEG format**.
- Include a **caption for each image** and suggest where the image should be placed in the article.
- We’re using **Google Drive** on our end, so if you have access that’s a great way to organize and provide all your content.
- If photos include people, it is the contributor’s responsibility to obtain approval from the subject prior to submission. This is especially a concern with photos including children. If possible, take photos with children facing away from the camera. It is the contributor’s responsibility to provide identification of persons in photographs. Field trip group photos do not generally require individual identification.

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## Suitability

- If there is any question about the proposed article and/or content for the quarterly journal, please contact the editor before investing significant time in article preparation.



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## What to Expect

The editor will acknowledge receipt of your submission immediately and may request additional information or detail.

Depending on when you submit, you may receive feedback and questions immediately, or some time may pass – remember that we're receiving lots of content at once. Issues are published on the first of the month following submission deadlines.

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## The Journal Team

The Journal is a group effort. We rely on contributions from Wild Ones members and others for all of our content. **Robin Mero Butler** is editor and director of content and she is **your main point of contact**; she is available to you by phone/text at 479-957-4235. **Jasmine Dorn** is the designer and layout editor, and our advisor is Chapter President **Eric Fuselier**. Eric also designs the front page of each issue.

Send questions, feedback or materials to [editor.wildonesozarkchapter@gmail.com](mailto:editor.wildonesozarkchapter@gmail.com) and one of us will assist you.

