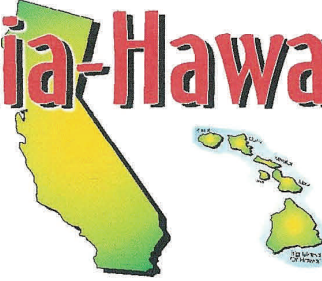




The California-Hawaii ELK

Elks Care
Elks Share



Official Periodical of the California-Hawaii Elks Association • 5450 E. Lamona Ave. • Fresno, CA 93727-2224

Editorial Guidelines

Editorial Policy:

Articles should be positive in nature. They should be demonstrative of a lodge's promotion of and active participation in the programs and committee work of the California-Hawaii Elks Association and Grand Lodge.

Not all articles will be considered for publication. Some are more suitable for publication in a local lodge's newsletter, bulletin or local paper (e.g. Lodge Officer installations, Elk/Officer/Citizen of the Year, VP/DDGER visitations, etc.) as many of these activities are occurring in every Lodge each year across the Association and would not be of unique enough interest for the Association magazine.

Some articles relating to the Association President's activities at the CHEA Convention, Mid-Term Convention, Grand Lodge Convention and at his various District Visitations will be published as space permits, of course. However, with 19 District visitations and 3 conventions, it is not possible to get all of the President's activities published in just five issues.

Articles are welcomed and encouraged from the CHEA office; the Association Officers, Trustees, Committee Chairs, and from those on Special Assignments.

Not all articles that are submitted will be published in the magazine. As editor, I am attempting to give all lodges in the Association an opportunity to have their articles published. Some lodges submit multiple articles for each issue, some districts send very few articles, so I am trying to allocate each issue's precious magazine space as fairly as possible across all lodges that submit an article for an issue. A lodge that has never had an article published will be favored over a lodge that has had multiple articles published. Over time, each lodge should have ample opportunity to have several articles appear in the magazine. Submitted articles that are not published in a particular issue are not carried forward for consideration for the next issue.

I am attempting to balance the subject matter in each issue. If I receive multiple articles on the same subject (e.g. multiple dictionary program articles), I will not publish all of them, but I will select a subset as representative of that activity within the Association.

Copy:

Articles should be written in Microsoft Office Word for Windows and be sent as an attachment to an email. Please save and submit the article in a "*.doc" format, not a "*.docx" format as my publisher and I have Microsoft Office 2003 - which doesn't recognize Microsoft Office 2007 documents.

Please perform a grammar and spell check on your article prior to submission. The articles should be as brief as possible and directly to the point. All articles are subject to editing for content and space considerations. *Documents and photographs submitted by U. S. Postal Mail will not be returned. All submissions, whether by electronic or other means become the property of the California-Hawaii Elks Association.*

Please limit your articles to one topic—don't send multiple topics in one email—send a separate email for each topic.

In the “Subject:” line of your email—indicate the topic covered in the email and photograph. DON’T just say “Press Release” or “Magazine Article”, etc.

Photos:

Digital photographs should be taken using camera settings that will result in the *highest possible quality* of photograph (e.g. most megapixels per photo). These should be saved as a “*.jpg” file and be attached to the email with your article. ***Please submit ONE photograph with each article.*** The photograph should be on the same topic as the article.

Photograph guidelines are similar to what is used for the national “Elks Magazine”. No alcohol in the picture, get close to your subject matter, limit the number of people in the photo, etc.

Provide a caption for the photograph: identify the people (and their titles, if appropriate) by name, in a left-to-right, row-by-row fashion.

Submission and Copy Deadlines:

- **January/February issue: First day of December.**
- **March/April issue: First day of February.**
- **May/June issue: First day of April.**
- **July/August issue: First day of June.**
- **September/October issue: First day of August.**
- **NOTE: There is no November/December issue.**

Send Your Email To:

editor@cheamag.org

As editor, I am automatically copied on emails that are sent to the above address. You do not need to send them to my personal email address.

Only if necessary, mail items to:

California-Hawaii Elks Association,
5450 E. Lamona Ave.,
Fresno, CA 93727-2224
ATTN: Magazine Editor

Suggested Article Topics:

- Veterans activities: e.g. at VA Hospitals, etc.
- Scouting activities: Eagle Scout recognition, Girl Scout Gold awards, etc.
- Purple Pig fund raising activities at your lodge or in the community.
- Community Activities: Children’s ID programs, dictionary program, scholarship awards, blood drives, etc.
- Public Safety Nights: Officer of the Year, Firefighter of the Year, etc.
- Veteran’s recognition activities: Stand-Downs, Welcome Home celebrations, etc.
- Major donations to CHEMPI or the ENF: e.g. BLT donor recognition, etc.
- Youth Activities: Drug Awareness, Americanism, Hoop Shoot, Soccer Shoot, etc.
- New Lodges, Lodge Centennial Celebrations, etc.
- Other CHEA and Grand Lodge programs.