



## Article Submission Guidelines WMS News for Newsletter

Thank you for your interest in submitting an article to the WMS Newsletter.

**Please thoroughly read and follow the information and graphics guidelines before submitting any articles for consideration.** Articles **must** follow these guidelines to be considered for publication.

**Article Guidelines** (This includes all Foray directions, recipes and all other articles)

- Articles should be provided in Microsoft Word files (.doc or .docx) **ONLY**. Do not use any fancy formatting, styles, or desktop publishing to produce your article. **Do Not** send articles in PDF format. (formatting includes, extra spacing, bold, italics and so forth).
- Do not send drafts. **ONLY** send the final, polished article that has been thoroughly copy edited.
- *Newsletter* stories can be written in first or third person and are at least 700 words and no longer than 800 words.
- *The newsletter* is always interested in mycological studies. We welcome articles written in a lively and engaging manner. Do not use figure references. Do not use footnotes. If a source should be referenced, do so in the body of the article parenthetically and if needed, in quotations.
- *The Newsletter* is interested in publishing real-life, stories that describe how real people describe their mycological experiences (forays, cooking, cultivation, and more).

### Graphics Guidelines

Engaging articles need artwork. Send at least two, high-quality graphics with each article. These graphics can include maps, photographs, diagrams, and other visuals that can help tell the story.

- You must either own or have permission for each graphic submitted.
- Send original graphics (photos, drawings, maps) saved with little or no compression in TIF, PNG, PSD or JPEG format. (300 ppi preferred) Do not send images that have been embedded in a Microsoft Office product (Word, Excel, PowerPoint, PDF - These graphics are unusable).
- Send a caption of each graphic in a Microsoft Word document (.doc or .docx) correlating the graphic file name with the caption. Send graphics separately but at the same time as the article. E-mail them or request assistance from the newsletter to upload them. Word documents and graphics can be bundled in a zip file format. We Transfer has a useful free service that can be used to send graphics and articles together.

### Article Submission Checklist

Please review this checklist before submitting your article:

- Include the name, title, and affiliation of all authors.
- Use the full name of any organizations and spell out acronyms on first reference.

- At the end of each article, include the sentence, "For more information, contact ..." and then include contact information (names, titles, affiliations, addresses, phone numbers, and/or e-mail addresses).
- Include graphics to illustrate the article and write a caption for each graphic.

Send all pertinent materials and article suggestions to Dr. Theresa Anne Kenney - [Theresa.Kenney@cuw.edu](mailto:Theresa.Kenney@cuw.edu) (please use **WMS Newsletter Submission** followed by the date - example 01/01/18 - in the subject line).