

## **SHIPMATE Guidelines for Class & Chapter Columns**

Thank you for sending in Shipmate columns and keeping USNA alumni connected. Below are some guidelines to help you submit columns.

**Email columns to:** [Classnews@usna.com](mailto:Classnews@usna.com) or [Chapternews@usna.com](mailto:Chapternews@usna.com)

- *Electronic submission is the delivery method preferred, however, if you must submit in a hard copy format, please mail it to:*

USNA Alumni Association  
Attention: *Shipmate*  
247 King George Street  
Annapolis, MD 21402

- *Label each photo, when mailing hard copy photos Post-it notes work well and will not smear or mar photos*

- *Columns and photos are expected by the deadline due dates.*

- *Deadlines are always posted on [usna.com/Shipmate](http://usna.com/Shipmate).*

- *Emailed column receipts and confirmations will also include the next deadline.*

- *Receipt acknowledgement will be automatically generated when sending your column to [Classnews@usna.com](mailto:Classnews@usna.com).*

- *Confirmation email will be sent after the column and photos have been processed and verified. This may take a few days, please be patient.*

- *Time and word count allowance extension may be considered. Contact Maria O'Shea ([classnews@usna.com](mailto:classnews@usna.com); 410-295-4074) or Sandy Spadaro ([chapternews@usna.com](mailto:chapternews@usna.com); 410-295-4076) if you know that you will be sending the column earlier or later than expected or require the 500 word count exception.*

- *Email "Subject" line: Clearly label.*

Class submission example: *Subject: 1955 Shipmate Nov-Dec issue*

Chapter submission example: *Subject: Los Angeles Chapter Nov-Dec issue*

### **Wardroom Etiquette:**

- Please refrain from discussing politics, religion, sex or race.

### **Word Limits:**

- *Total word limit for **class columns**: 2,000 words, including pictures.*

- *Total word limit for **chapter columns**: 750 words, including pictures.*

▪ Most photos will count as 100 words (1-column width) \*

▪ Groups of 10 or more will count as 200 words (2 or 3 column width)

\* *Editors discretion / Word Count / Resolution / Clarity/ Photo Placement*

**If you have questions or concerns, please contact the appropriate *SHIPMATE* editor.**

**Photo requirements:**

- *Photo resolution:* 300 dpi is ideal for print production.
- *Digital camera settings:* Set digital cameras or cell phones to "Fine" or "Very Fine," these settings will provide the highest resolution.
  - Photos taken from the Internet or a Power Point presentations are 72 dpi and cannot be used, it is the discretion of the *SHIPMATE* editors to determine if a photo is usable.

***SHIPMATE editors will contact you if your photo is unusable.***

- *Photo placement:* In the column, indicate preferred photo placement clearly and include caption.

**Class Example:** 84#1- insert photo here.

**Chapter Example:** Southern AZ#1- insert photo here.

- *Captions:* In the column, clearly indicate photo captions beneath the photo.

**Class Example:**

Susie and John Smith traveled on the USNA Alumni Travel trip to Europe. They saw France, Spain, The Netherlands, Germany and Switzerland. They look like they had a great time.

*Photo 55#1*

*Caption: John and Susie Smith*

Send me more news about your summer adventures.

**Chapter Example:**

Susie and John Smith traveled on the USNA Alumni Travel trip to Europe. They saw France, Spain, The Netherlands, Germany and Switzerland. They look like they had a great time.

*Photo Southern AZ#1*

*Caption: John and Susie Smith*

Send me more news about your summer adventures.

- *Photo files:* JPG or TIFF - Attach files to email. *Do not send more than 10 MB per email.*
- Do not *embed photos* in documents. Avoid cutting and pasting photo files into the body of the email. Check with *SHIPMATE* contact if you have other file types.