

# GUIDELINES FOR ARTICLE SUBMISSIONS

## FORMAT

- Articles must be sent via email to **EditortotheOracle@oppf.org** and must be typed, single spaced and ready for printing.
- All articles should be in Microsoft Word format, 12 pt font, with Times New Roman font. Pictures should be in **jpeg** format and at least 300 dpi resolution.
- Pictures should be sent separate from the article and not on the same page or placed within the article. This makes it easier to have clearer pictures.
- Avoid using all-capital typing elements for copy preparation, headings, etc.
- Include the title of the article, name of the chapter, city, state and name of the reporter for all articles.

## CONTENTS

- Contents should be to the point and accurate.
- The articles should be newsworthy and should be of interest to people outside of your chapter.
- Articles on activities such as special conference programs, community service projects, fundraising campaigns, and scholarships are encouraged especially when articles address any of the mandated programs and activities.
- Articles describing these activities are limited to 500 words or less.

## PHOTOGRAPHS

- Do not permit individuals to be photographed who are inappropriately attired.
- Fraternity attire with canine or lewd images is not allowed.
- Images with brothers attired in gold boots (other than step-show

competition) are not allowed.

- Images with brothers "throwing up the hooks" are not allowed.
- Images with brothers with their tongues exposed are not allowed.
- Images that diminish the professionalism of Men of Omega, are forbidden.
- There is a limit of two pictures per article. Therefore, the best picture for the event should be selected and included.
- Do not have pictures taken with subjects in front of a cluttered background. Move the subjects to a suitable background.
- No Polaroid prints.
- When shooting a group picture with ladies seated, the photo should be taken waist up for those sitting on the first row.
- Avoid taking pictures of large groups: 10 or 12 people per picture are sufficient, with the exception of chapter charters.
- Do not identify each individual when the group exceeds five. Select the notable speaker(s) or person(s) and state appropriate names and titles.
- Each photograph must have an appropriate caption. Identify individuals from the left to right and tell what, when and where of the picture.

## STYLE

- Start articles with a dateline, including name of city, and state.
- Capitalize chapter when used in conjunction with the name of a chapter, Kappa Lambda Chapter. All other references to chapter should be lowercase.
- Avoid personal opinions and editorial statements.

- When the word "FRATERNITY" is used to refer to Omega Psi Phi Fraternity, Inc., the letter "F" is to be capitalized.
- Please limit your articles to 500 words or less- the article should address, who, what, when, where, and brief details.
- All chapter articles must be submitted directly by the chapter to the District Public Relations Director before the deadline dates, to allow for editing by the District Public Relations Director prior to his submission to the National Editor. Chapter articles not sent through the District Public Relations Director will be returned.
- A maximum of 3 articles per chapter will be allowed per publication/edition.
- All articles must be reviewed for grammatical perfection, correct spelling, and proper syntax. They must be reviewed for acceptable composition and form.
- Articles must also be reviewed for relevance and journalistic style. These reviews will be made prior to submission of any document for publication.
- The Oracle Editorial Board reserves the right to reject any article **or** to make any editorial changes deemed appropriate.
- When submitting articles, be sure to scan documents for viruses prior to submission.

Contact Brother Michael Boykin at **EditortotheOracle@oppf.org** or **6thDistrictPR@oppf.org** if there are any questions.