

## **Submittal Guidelines for the Core Courier**

Approved October 27, 2020

Revised in 2024

The Sun City Civic Association Core Courier is intended to keep Owners and residents informed about association business, club activities, amenities, and community resources with a goal towards helping residents feel more connected to our community, and to spur more engagement in the community. The Sun City Civic Core Courier does not print opinion pieces or otherwise permit Owners or residents to publish content containing personal views or opinions. The Core Courier will generally not print articles involving politics, religion or other topics that might generate division within the community. The publisher of the Core Courier is responsible for the ads contained therein and therefore the Sun City Civic Association maintains no control over the ads in the Core Courier. While Owners and residents may submit proposed articles for consideration, Sun City Civic Association maintains ultimate discretion and authority for printing any article or for including any information or articles in the newsletter. If you would like an article to be considered they must meet these general guidelines and specifications below:

1. All submissions are to be emailed to [activities@suncitycivic.com](mailto:activities@suncitycivic.com) or [manager@suncitycivic.com](mailto:manager@suncitycivic.com)
2. Submissions should be written by SCCA residents or homeowners, management staff or a representative of SCCA.
3. Articles must consist entirely of original content. If another writer's sentence or specific words are used, they must be placed within quotation marks and the source must be credited.
4. In order for a submission to be considered for the next issue it must be received no later than the 20<sup>th</sup> day of the current month.
5. Articles submitted by email should be in Word format.
6. Articles are subject to editing for grammar, content and length.
7. All articles should be submitted in an unlocked state, so the text can be easily edited. Please use a standard font such as Times New Roman or Helvetica.
8. Length or number of articles is limited to available space.
9. Articles will generally be limited to 350 words with consideration for up to two photos. Published photo size is determined in the layout process, not to exceed 3 inches by 3 inches. Articles exceeding this word count will be returned to the contributor for word count reduction.
10. Business focused articles should highlight Sun City businesses.
11. Photos should be in JPEG format. Image files should be at least one megabyte (1MB) in size. Photos that have been texted, screen shot or downloaded from Facebook are too small. Select highest quality on camera or phone. When emailing photos use "original" quality setting, not small, medium or large.
12. Photos from the internet must be licensed as "free to modify, share, and use even commercially."
13. Photos must be in focus and present an interesting focal point. They should exhibit rich color and proper contrast and light. Photos should show action or tell a story. Avoid photos of people posed in lines or sitting around tables.
14. Photos should be accompanied by a photographer release available on the [suncitycivic.com](http://suncitycivic.com) website.
15. BOD may appoint two board members to provide final review of the Core Courier before publishing.