

Celebrating Greyhounds Magazine - General Submissions Information

Thank you for your interest in writing for *Celebrating Greyhounds Magazine*. *Celebrating Greyhounds* is an award-winning magazine for Greyhound adopters, owners, and friends.

Celebrating Greyhounds is published by The Greyhound Project, Inc. The mission of The Greyhound Project, Inc. is to promote the welfare and adoption of Greyhounds by providing support and information to adoption organizations, adopters, and the public.

The purpose of the magazine is to provide information about Greyhounds as a breed. Recognizing that there are differing points of view on issues such as racing, breeding, and adoption policies, to mention a few, the magazine does not advocate a position on these issues. It will publish articles and reader letters regarding these issues if deemed appropriate. Such publication does not reflect agreement with or endorsement of such articles or letters by The Greyhound Project, Inc. or by *Celebrating Greyhounds Magazine*.

We are interested in articles about (in no particular order of priority) Greyhound health, behavior, care, activities, and humor (including short fiction); Greyhounds in amateur competition; Greyhound history; Greyhound-related crafts, and more. We are interested in articles that present information to Greyhound adoption volunteers, such as news or how-to articles. We are interested in articles about the culture of Greyhound ownership. We are also interested in original artwork, cartoons, book and product reviews, opinion pieces, and other material of that nature. Browse the cumulative index of articles on our website to get a sense of the type of material we like to include in the magazine. The index will also give you a sense of the topics that we have recently covered in the magazine; understand that we are always looking for new and different material to present to our readers and, therefore, if we have recently published an article on (for example) finding a lost Greyhound, we are unlikely to do so again in the near future unless the second article is substantially different from the first.

We welcome original, literate articles by both published and new writers that appeal to all Greyhound lovers. Although we are interested in reprinting previously published work as well as original work, we prefer to have first printing rights to articles prior to their submission to other publications. We appreciate query letters before authors submit articles.

Subject Matter Guidelines

A. In General

- Although most articles are based on our personal experiences with Greyhounds, articles should be factual rather than opinion-based or anecdotal.
- Quote experts.
- Writers should be knowledgeable about their subject matter to allow us to provide credible information about Greyhounds as a breed, their history, background, health, behavior, adoption, and Greyhound-related activities.
- We are generally not interested in tributes to, or articles about, individual pet Greyhounds unless the article contains information of interest to our readers.

- We rarely publish poetry, articles in the interview format, or articles in which the dog speaks as if human.
- We occasionally publish short fiction (up to 2000 words). As a quarterly magazine, we prefer not to “serialize” articles.
- We do not publish articles that have as their primary purpose the solicitation of funds.
- We prefer tightly written articles in the active voice and reserve the right to edit for clarity, grammar, punctuation, and space constraints.

B. Specific Regular Departments:

- *Hero Hounds*: We publish short stories about Greyhounds who have engaged in acts of heroism. Because the person who is on the “receiving end” of the heroic act can best write this type of story in a genuine, heartfelt manner, we prefer that the article be written by that person, rather than a third party. These stories run about 300-700 words.
- *Think Piece*: We publish opinion pieces on a wide variety of subjects related to Greyhounds. Length is open. However, the article should be long enough to articulate and support a cogent argument. As the title “Think Piece” implies, the goal should be to stimulate thought, not to antagonize.
- *In Memoriam*: We publish notices in our *In Memoriam* section to remember deceased dogs who have been featured in the magazine. We do not publish notices for dogs who have not been featured in the magazine. These notices have a strict 175-word limit. The notice must mention the issue(s) of the magazine in which the dog appeared. The notice should be submitted to *Celebrating Greyhounds Magazine* within one year of the dog's passing.

General Text Style and Content Information

We adhere to The Associated Press Stylebook and Briefing on Media Law, published by Basic Books, New York, New York. Please see the style section for specific writing style examples that often appear in our articles. We reserve the right to edit all submitted content.

Please plan to include two or more photos or other artwork or visual content to accompany your article. *Celebrating Greyhounds* is now a digital magazine, and all articles should include high-quality supporting photos and, when appropriate, video. We particularly encourage the use of short video to illustrate key points in the text of behavior, training, and medical articles. Please clearly identify all visual content and provide captions describing each photo or video at the end of your article. See below for guidelines on format and submission of multimedia files.

Include an end-of-article *About the Author* byline.

Submitting Material

The preferred procedure for submitting material is to send a query via email to the Editor at editor@adopt-a-greyhound.org. After the Editor has accepted your proposal, your confirmation email will contain detailed instructions for electronic submission of your article text and supporting media files. Please do not send email containing unsolicited attachments.

To facilitate electronic submission, filenames should be unique and descriptive and must contain only alphanumeric characters, dashes (-), and underscores (_). Filenames may **not** contain slashes (/) or special characters. Please use the following file naming convention for all content submitted:

Lastname_Firstname(or initial)_Date(MM-DD-YY)_filename(+number if necessary). Examples:

Smith_Jane_10-25-13_article.doc OR SmithJane102513article.doc

Smith_Jane_10-25-13_pic1.jpg OR SmithJane102513pic1.jpg

Smith_Jane_10-25-13_pic2.jpg OR SmithJane102513pic2.jpg

Celebrating Greyhounds Magazine maintains a stock file of visual content for general use and will always welcome beautiful images of Greyhounds. If you have high-resolution photographs or good quality video and are interested in providing these materials for our stock file, please contact the Editor to discuss your submission.

If you must send any material as hard copy, ensure that any documents or photos are suitable for scanning (no handwritten articles) and mail to *Celebrating Greyhounds*, Attn: Editor, P.O. Box 5239, Framingham, MA, 01701. If you submit your material by regular mail and would like to receive a reply, please enclose a self-addressed, stamped envelope. Do not mail material using a service that requires the recipient to sign for delivery.

Payment

Because proceeds from the magazine are used to support the work of The Greyhound Project, Inc., no monetary payment is made. Instead, *Celebrating Greyhounds* provides writers with a byline and a copy of the issue in which their article appears. All regular contributors receive a subscription to the magazine.

Regular Submission Deadlines

Spring Issue: December 1; **Summer Issue:** March 1; **Fall Issue:** June 1; **Winter Issue:** September 1. Query deadlines are two months prior to issue deadline.

Return of Material

Materials, including any artwork, photographs, and videos, submitted to *Celebrating Greyhounds* cannot be returned. We cannot use photos that do not meet the minimum resolution (300 ppi) required for digital publication. Although we appreciate and enjoy all the photos we receive, we cannot publish them all. We do keep them for possible use in future issues.

Refer to the Style Guideline below for detailed writing and formatting guidelines.

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Style, Text, Grammar, Punctuation, and Photo Guidelines

Refer to this section before and while writing your article. It is meant to standardize style and usage and will minimize the need to edit.

Text Formatting Guidelines

1. Submit articles electronically as Word documents. Do not embed any photos, graphics, or other rich media in your article text. Provide photos as separate image files; see photo guidelines for more information.
2. Use Times New Roman 12-point font, double-spaced.
3. Use one space (not two) between words and sentences, particularly after periods.
4. Indent paragraphs at .25. Do not use any special formatting, such as underlining, centering, or bolding.
5. Do not embed hyperlinks in article text. If you wish to include links, spell them out in square brackets immediately following the text to be linked.
6. Unless you have many references, include them in the article text, not as footnotes at the end of the article. For example, write: According to *The Merck Veterinary Manual*, bacterial meningitis is uncommon in dogs and cats.
7. Add subheadings to define sections. Use title case and avoid special formatting or indenting.

Punctuation and Grammar

1. Use the active voice, not the passive voice. Write: “The veterinarian examined Rory” rather than “Rory was examined by a veterinarian.”
2. Avoid excessive use of the first person (“I”).
3. Enclose quotations in smart quotes (“ ”). Use straight quotes (") only for units of measurement.
4. Use quotation marks only when quoting someone. Use italics rather than quotation marks to represent unspoken thoughts or interior dialogue. Example: “Drive faster,” she said. *We’re too late*, I thought.
5. Use serial commas. Example: dog, cat, and otter; not dog, cat and otter.
6. Avoid run-on sentences. Example: “We use martingale-style collars for walks, we do not use them in the house.” Use a conjunction or break this into two sentences.
7. Use exclamation points when the sentence is exclamatory. Do not use for emphasis.

Style and Usage Guidelines

1. Use your word processor's spell check and grammar check functions, but do not rely on them.
2. Capitalize the word Greyhound or other breed names (Doberman, Saluki, Pharaoh Hound). Greyhounds' names are not in quotes.
3. Use veterinarian, not vet.
4. Use great, not greyt.
5. Use website, not web site. Use email, not e-mail. Internet addresses should begin with "www."
6. Spell out the names of U.S. states in article text. Abbreviations are acceptable for photo captions, author biographies, and event listings.
7. Do not use "their" to avoid a gendered pronoun, as in "The owner didn't visit their veterinarian." Use "his" when in doubt. Alternate with "her" as needed and if desired.
8. Use "who" rather than "that" when referring to a Greyhound, e.g. "the Greyhound who chewed the bone."
9. Do not use "etc." to end a sentence.
10. Use italics for emphasis (not bold or all caps).
11. Italicize the titles of books, magazines, television shows, movies, plays, and other works. Put magazine and newsletter article titles in quotes.
12. Brand names and medical terms: Try not to use brand names unless essential to the article. Use a generic term, like adhesive bandage instead of Band Aid[®] or antibiotic cream instead of Cortaid[®] or cotton-tipped applicator instead of Q-Tip[®]. If using a brand name, insert the trademark as appropriate (for example, [®] or [™]). For prescription medication, use the generic name in lower case. Disease names are also lower case.

Number Usage

1. Spell out numbers zero through nine. Ten and above are numbers except at the beginning of sentences (such as this one).
2. Use figures, not words, for ages, as in "My dog is 2 years old." Hyphenate numbers used as adjectives: write "my 2-year-old Greyhound" rather than "my 2 year old Greyhound".
3. Spell out fractions smaller than one, using hyphens. Example: three-fourths. Use percent, not %.
4. Use commas in numbers larger than 999. Example: 1,000, not 1000.
5. Indicate years using four digits, not two. Example: write 1999, not '99. Also, do not use possessives to indicate decades. For example, write 1990s, not 1990's.

Celebrating Greyhounds Magazine – Guidelines for Photos, Artwork, and Videos

1. Do not send high-resolution photos or videos as unsolicited email attachments. Contact us to obtain instructions for submitting these materials.
2. Please supply sharp, well-exposed photographs that were originally acquired as high-resolution (minimum 300 ppi at 5 x 7 in.) digital images. The following digital image file formats are acceptable: high-quality JPEG (.jpg), uncompressed TIFF (.tif).
3. The resolution of a digital image is determined by pixel depth. The total number of pixels in a given image is fixed, but the resolution will vary depending on image size. Thus in some cases we *might* be able to use a large image (e.g., 11 x 17 in.) whose resolution is less than 300 ppi.

A good general rule is to be guided by the size of the *original* image file (JPEG or TIFF): If the size of the file is only a couple hundred kilobytes (KB), the image resolution is likely too low for digital publication. Contact us if you have questions about your image – do not attempt to improve a low-resolution original image merely by adjusting the settings and re-saving the file.

4. In general, images and/or videos acquired using older camera phones may not be of sufficient quality or resolution for use in digital publication. Do not send any small image files at 72 ppi.
5. Whenever possible, supply the original, unedited image file. If desired, you may provide instructions for cropping or editing, e.g., “Crop to remove person’s leg” or “Blur license plate number”.
6. For all digital artwork, the required minimum resolutions are 300 ppi for photos, 600 ppi for rasterized line art, and 150 ppi overall. Color mode must be RGB.
7. Our preferred method for including video content is to host it on our YouTube channel; optimal file formats for YouTube are MP4, AVI, MOV, or FLV. For more information on video formatting and specs see <http://www.ifunia.com/youtube-column/best-youtube-video-format.html>.
8. Use unique and descriptive filenames to identify your photos and other visual content; we suggest following the file naming convention described above (LastFirstDateFilenameNumber). Do not use filenames containing slashes (/) or special characters. Examples for material accompanying an article file called “Smith_Jane_10-25-13_article.doc”:
Smith_Jane_10-25-13_pic1.jpg OR SmithJane102513pic1.jpg
Smith_Jane_10-25-13_pic2.jpg OR SmithJane102513pic2.jpg
Smith_Jane_10-25-13_video.mov OR SmithJane102513video.mov
9. All photos and videos must be accompanied by text – at the end of an article or as a separate doc – clearly identifying each file and listing the name of the dog(s), the owner’s or adopter’s name and location if appropriate, and the name of the photographer or videographer (if not the submitter). Include descriptive captions as appropriate. Photos or videos received without complete identifying information will not be considered for publication.
10. For all included media content, identify by name the photographer, artist, or videographer; if anyone other than the submitter, obtain the artist’s permission prior to sending.
11. We reserve the right to crop or otherwise edit all photos or videos for optimal viewing.