



Wolf Tracks Newsletter

2019-20 Submission Guidelines

- *Wolf Tracks* is published and distributed via email to members of the Jackson High School community on the first day of each month. Submissions deadline is 11:59 p.m. approximately 10 days prior. You will receive email reminders of the submission deadline and an email acknowledgement of your submission. Following are the submission dates for the 2019-2020 school year:

Submission Deadline:	Issue Date:
Friday, September 20	Tuesday, October 1
Wednesday, October 22	Friday, November 1
Wednesday, November 20	Sunday, December 1
Tuesday, December 17	Wednesday, January 1
Saturday, January 18	Saturday, February 1
Tuesday, February 18	Saturday, March 1
Thursday, March 20	Tuesday, April 1
Saturday, April 19	Thursday, May 1
Tuesday, May 20	Monday, June 2

- Submissions should be emailed to Jo Bercot, Submissions Editor: jhswolftracks@gmail.com
- Articles can be Word documents or typed directly into the body of an email. It's not necessary to design your submission with fancy fonts or centered type or embedded images. Plain text is easiest to proofread and input into our design program.
- Please use just one (1) space after a period.
- Please consider that most people skim the *Wolf Tracks* online and will not read lots of copy. Keep articles brief and consider the use of bullet points with links to detailed information on websites. We will edit longer articles to increase readability.
- Flyers should be kept at a half page or less.
- Any accompanying images should be sent as separate attachments, not embedded in a Word document. File formats for images should be jpg or tif.
- **IMPORTANT! When submitting photos of students, be sure to include their first and last names so we can verify whether or not we have permission to publish their photos.**
- When submitting an existing form or ad, a Word or Publisher document is preferable, if possible. If you need help making an ad, please contact Barb Nowak, Designer: barbaradnowak@gmail.com.