

BUGLE GUIDELINES AUGUST 2017
AMENDED 30TH SEPTEMBER 2023

A.G 39 JUNE 2017

THE BUGLE:

This Editorial is the Newsletter of The Square Dancing Society of Queensland INC and shall be known as "The Bugle".

The person who coordinates this Newsletter shall be known as "The Editor".

The Editor shall be: i) appointed position by Management Committee,
ii) a member of "General Committee"
iii) a Member of the Society for at least 2 years.

There may be an Assistant to the Editor. This person will assist when required and must also be a financial Member of the Society for at least 2 years. The Assistant maybe the Promotions/Publicity Officer.

Items such as articles, news and advertisements submitted by our Society Affiliated Clubs, our Individual Financial Members, National or State Bodies, will be included free of charge. Items submitted by others may be charged at \$50.00.

Items may be submitted by Square Dance Organisations, Club Representatives and individual Square Dancers.

THE BUGLE EDITOR EMAIL:

Please only use the designated email squaredanceqld.bugle@gmail.com; when submitting items to be included.

ITEM REQUIREMENTS:

To assist in uniformity and more efficient production of "The Bugle" we ask that contributions adhere to the Guidelines or your submission may be rejected.

Items not relevant to Square Dance activities shall not be included in this Newsletter.

It is acknowledged that colours and graphics create larger files and greater difficulty to download therefore you should consider how your advertisement would look if printed in black and white.

Consequently the following will **NOT** be accepted:

- a) Colour Fill/Background in graphics and large Black Letters
- b) Items with Word Art.

1. Submitted Items/Files shall be forwarded to the Editor through the designated email.

2. Items for State or National Functions i.e. National, State or Regional Conventions, or the Sunshine State RoundUp will be limited to an A4 size page portrait orientation.
3. Items for Affiliated Clubs Functions i.e. Club Birthday Parties or Special Events will be limited to half page A\$ orientation.
4. Submitted Items/Files shall be –
 - a) Text or Word Format,
 - b) Photos in JPG.
5. Submitted Items/Files shall be in The Editor's possession no later than the 25th day of the month prior to required Publication
6. Items should have a margin of no less than 1.5cm.
7. Items not received by the advertised deadline or not in compliance with the stated format may not be included.

Adjustments need to be made to that Item to enable it to be inserted. Publication of "The Bugle" shall not be delayed awaiting amended Item.

EDITOR'S REQUIREMENTS:

- a. shall forward to the Management Committee prior to publication with 3 responses,
- b. shall use the Society Bugle's email address,
- c. shall be responsible for collecting Items and laying out the pages for the Newsletter.
- d. shall be responsible for the distribution of the Newsletter to all email addresses supplied by those who have requested a copy,
- e. shall email the final version in PDF format,
- f. shall set deadlines for Items,
- g. shall have the editorial authority to reject Items that do not comply with Bugle requirements. The Management Committee shall be advised of any such rejections.
- h. should there be a blank page then the Individual Membership Form shall be inserted in "The Bugle" for at least the months of May, June, July and August each year.

DIARY OF EVENTS:

A "Diary of Events" will be published each month. All Affiliated Clubs are to forward Diary Entries to the Bugle Editor at squaredanceqld.bugle@gmail.com; Entries for this list should be clear and concise comprising, Date, Town or District, Club/s Organisation involved and the type of Event, i.e. Club Birthday or visiting Caller etc. and restricted to two (2) lines.

It will be the responsibility of the Bugle Editor to coordinate this Diary and forward to the Publicity Officer in excel format.

Christmas Parties will only be listed in the October edition of the Bugle

QUEENSLAND CLUB NIGHT DIARY:

It will be the responsibility of the Bugle Editor to coordinate the Queensland Club Diary and forward to the Publicity Officer in excel format. The Queensland Club Diary shall be published when space and size permits.

