

### THE BUGLE

The Magazine of the Square Dancing Society of Queensland Inc shall be known as “The Bugle.”

The person who coordinates this newsletter shall be known as “The Editor”.

The Editor shall be:-

1. an appointed position made by the Management Committee.
2. Have been a financial member of the Society for at least two 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 two years. The assistant may be 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

The designated email [squaredanceqld.bugle@gmail.com](mailto:squaredanceqld.bugle@gmail.com) should be used when submitting Items to be included.

### ITEM REQUIREMENTS

1. To assist in uniformity and more efficient production of “The Bugle”, it is asked that contributors adhere to the guidelines or their submission may be rejected.
2. Items not relevant to square dance activities shall not be included in this Newsletter.
3. It is acknowledged that colours and graphics create larger files and greater difficulty to download therefore it should be considered how the advertisement would look if printed in black and white.
4. 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
5. Items for Affiliate Club functions i.e. Club Birthday parties or special events will be limited to half page A4 portrait orientation.
6. Submitted items/files shall be –
  - a) Text in Word format
  - b) Photos in jpg.

7. Submitted items/files shall be in the Editor's possession no later than the 25th day of the month prior to required publication.
8. Items should have a margin of no less than 1.5 cm.
9. Items not received by the advertised deadline or not in compliance with the stated format may not be included.
10. It is recommended to submit your item as early as possible in case adjustments need to be made to that item to enable it to be inserted. Publication of "The Bugle" shall not be delayed awaiting for the amended item.

Consequently the following will NOT be accepted:-

- a) Colour fill/background in graphics and block and large block letters.
- b) Items with Word Art.

## **EDITOR'S REQUIREMENTS**

The Editor:-

1. shall forward the draft magazine to the Management Committee prior to publication for proofing with 3 responses
2. shall use the Society Bugle's email address
3. shall be responsible for collecting items and laying out the pages for the newsletter.
4. shall be responsible for the distribution of the newsletter to all email addresses supplied by those who have requested a copy.
5. shall email the final version in PDF format.
6. shall set deadlines for Items.
7. shall have the editorial authority to reject items that do not comply with the Bugle requirements. The Management Committee shall be advised of any such rejection.

## **DIARY OF EVENTS**

1. A "Diary of Events" will be published each month. This will be in a table format.
2. All Affiliated Clubs are to forward Diary Entries to Bugle Editor at [squaredanceqld.bugle@gmail.com](mailto:squaredanceqld.bugle@gmail.com)
3. 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 lines.
4. Christmas Parties will only be listed in the October or November/December edition of The Bugle.

## **QUEENSLAND CLUB DIARY**

1. The Queensland Club Diary shall be published within each edition.
2. Each entry shall include day, the area the club is located, the name of the club, dance level, the name of the caller and contact details for that club.
3. It is the responsibility of the clubs to contact the Editor or Society Committee directly when these details need to be updated.