

## 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 an appointed position made by the Management Committee.
- ii a member of the “General Committee”
- iii 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 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](mailto: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 contributors 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 block and large block 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 Affiliate Club functions i.e. Club Birthday parties or special events will be limited to half page A4 portrait orientation.

4. Submitted items/files shall be –
  - a) Text in Word format
  - b) Photos in jpg.
5. Submitted items/files shall be in the Editor's possession no later than the 25<sup>th</sup> day of the month prior to required publication.
6. Items should have a margin of no less than 1.5 cm.
7. Items not received by the advertised deadline or not in compliance with the stated format may not be included.

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 amended item.

#### **EDITOR'S REQUIREMENTS:**

- a. shall forward to the Management Committee prior to publication for proofing 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 the Bugle requirements. The Management Committee shall be advised of any such rejection.
- 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 Publicity/Promotions Officer at [squaredanceqld.publicity@gmail.com](mailto:squaredanceqld.publicity@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 lines.

It will be the responsibility of the Publicity/Promotions Officer to coordinate this Diary and forward to "The Bugle" Editor in 'Excel' format.

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

#### **QUEENSLAND CLUB DIARY:**

It will be the responsibility of the Publicity/Promotions Officer to coordinate the Queensland Club Diary and forward to "The Bugle" editor in "Excel" format. The Queensland Club Diary shall be published when space and size permits.