

# SHIPMATE GUIDELINES FOR CLASS, CHAPTER AND SHARED INTEREST GROUPS (SIGS) COLUMNS

Thank you for sending in *Shipmate* columns and keeping USNA alumni connected. Below are some guidelines to help you submit the columns.

## EMAIL COLUMNS AND PHOTOS TO:

**Classes:** classnews@usna.com

**Chapters:** chapternews@usna.com

**Shared Interest Groups:** SIGnews@usna.com

**Electronic submission is the preferred delivery method**

**"SUBJECT" LINE OF YOUR EMAIL:** Clearly indicate the type of column:

**Class example:** 1985 October submission

**Chapter example:** Chicago Chapter October submission

**SIGs example:** Run to Honor October submission

**DEADLINES** are always posted on usna.com/Shipmate.

- Due Dates: Columns and photos are expected by the deadline due dates.
- Receipt acknowledgement for classnews@usna.com will be automatically generated.
- Confirmation email and the next deadline will be sent after the column and photos have been processed and verified. This may take a few days, please be patient.

## WORD COUNT LIMITS

- **Class columns:** Total word limit is 2,000 words (see photo word count allotment).
- **Chapter columns:** Total word limit is 750 words (see photo word count allotment).
- **SIGs:** Total word limit is 400 words and one photo.

## PHOTO WORD COUNT ALLOTMENT

- Most photos will count as 100 words (1-column width).
- Groups of 10 or more will count as 200 words (2 or 3 column width).

**EXCEPTIONS:** *Word count extension; photo quality acceptance/ placement are editor's discretion.*

- Deadline extensions and word count allowance extensions may be considered. Contact Maria O'Shea (classnews@usna.com; 410-295-4074) or Sandy Spadaro (chapternews@usna.com; SIGnews@usna.com; 410-295-4076) if you know that you will be sending the column earlier or later than expected or require the 500 word count exception.

**WARDROOM ETIQUETTE:** Please refrain from discussing politics, religion, sex or race.

**VERIFY CONTENT:** To ensure all content published in *Shipmate's* class and chapter notes sections are accurate and used with permission, we are asking class secretaries and scribes to confirm all *new* contributors' email addresses in the alumni database before submitting to *Shipmate*. If there is a discrepancy between the email address used to submit

content and the one in the database, we suggest reaching out using the database version.

## PHOTO REQUIREMENTS:

**Photo files accepted:** JPG or TIFF. Attach files to email.

Do not send more than 10 MB per email.

- Check with *Shipmate* editors if you have other file types.
- **Label clearly** electronic photo file to correspond with text.

**Photo resolution:** 300 dpi is ideal for print production.

- Digital camera settings: Set digital cameras or cell phones to "Fine" or "Very Fine," these settings will provide the highest resolution.
- Photos taken from the Internet or a Power Point presentations are 72 dpi and cannot be used, it is the discretion of the *Shipmate* editors to determine if a photo is usable.
- *Shipmate* editors will contact you if your photo is unusable.

**Photo placement and captions:** Clearly indicate in the column photo placement and include caption.

- Do not embed the photo in the text.
- Avoid cutting and pasting photo files into the body of the email.
- **Label clearly** electronic photo file to correspond with text.

**Class example:** 84#1- insert photo here.

**Chapter example:** Southern AZ#1- insert photo here.

**SIG example:** RunToHonor#1 - insert photo here.

**Captions:** In the column, clearly indicate photo captions beneath the photo.

**Class example:**

Susie and John Smith traveled on the USNA Alumni Travel trip to Europe. They saw France, Spain, the Netherlands, Germany and Switzerland. They look like they had a great time.

**Photo 55#1**

**Caption:** John and Susie Smith

Send me more news about your summer adventures.

**Chapter example:**

Susie and John Smith traveled on the USNA Alumni Travel trip to Europe. They saw France, Spain, the Netherlands, Germany and Switzerland. They look like they had a great time.

**Photo Southern AZ#1**

**Caption:** John and Susie Smith

Send me more news about your summer adventures.

**SIGs example:**

Susie and John Smith have been training for the upcoming marathon.

**Photo RunToHonor#1**

**Caption:** John and Susie Smith