

## Guidelines for *inSinC* Submission

It's always exciting to receiving news from chapters—and all submissions are accepted! Please follow these guidelines to ensure your news is interesting and easily formatted for publication. Remember, this is an opportunity for your chapter to shine, so write as for a news release rather than for minutes. Make other chapters envy yours!

Please send news directly to me [mysteryheel at mac.com]. This is my personal account, and I receive approximately 200 emails/day, so please help in the following ways:

1. Always send your news as an attachment rather than embedding it in the email. I can open documents created in most any word processing application.
2. Reference *inSinC* in the subject line [inSinC Your Chapter News].
3. Save the attachment with your chapter name [not “News for National”].
4. Put your chapter name on the first line of the document and your chapter's URL (leave a space between the end of the chapter name and the “dot” com/net/gov) on the second line.
5. Then, write your news. Please include news of what's happened, not what's planned. You are welcome to submit another article later.
7. End with the name of the person who wrote the article AND his/her email address.

### For Events

If your chapter is holding an event (workshop, etc.) open to people outside your chapter, and if you want it appear in the “Events & Happenings” section, remember to send it well in advance. *inSinC* is a quarterly publication and the deadline is always 1-1/2 months ahead of issue date (March, June, September, December). Please use the following as an example so I don't have to rewrite:

Left Coast Crime

Honolulu HI • Mar. 16–19

“Honolulu Havoc” will feature Faye and Jonathan Kellerman for lifetime achievement, Dana Stabenow as GoH, and Laurie R. King as toastmaster.

[www . LeftCoastCrime.org/2017](http://www.LeftCoastCrime.org/2017) (notice spaces surround the “.”)

### For Photos

1. Do not embed photos in word processing documents. Send them as attachments. (Embedding reduces the size and resolution of your photos automatically.)
1. Please ensure they are high resolution (at least 1 mb, and uncropped).
2. Of course, you want to get everyone in a photo. That's natural—and fair. But. Pictures showing action with fewer peopler are much more interesting and they make it easier to recognize individuals.
3. Look at the pictures before you send them: Are they fuzzy? Too dark? Does something in the background appear to be sticking out of someone's head?
4. Remember when you're making photos to catch the **PEOPLE** not the **BACKGROUND**. Of course, a little background is necessary, but choose it carefully.

Thanks for your help!

Molly Weston  
Editor, *inSinC*