

## Ala Breve – Guidelines for Contributors

Feature articles, letter, & news items:

- Please use Microsoft Word or Word compatible, 12-point Times New Roman type, single-spaced, default (Normal) margins, no extra space between paragraphs or other special formatting.
- Musical examples, illustrations, or other figures should not be embedded in the text, but sent as separate PDF or graphics files. Please label them carefully, and indicate in the text where they are to be inserted.
- Feature articles should be no more than 1500-2500 words.

Photos:

- Please use the highest resolution possible. Low-resolution photos do not print well in a magazine.
- Send in jpg, tiff or press ready PDF, or PSD (Photoshop) format. Images too large to be sent by email may be shared in Dropbox or Google Docs.
- To be considered for the cover, photos should be in portrait orientation. It is helpful if there is space at the top of the photo above the visual center of interest to accommodate the magazine's masthead.

Deadlines:

August/September issue: Deadline July 15  
October/November issue: Deadline September 15  
February/March issue: Deadline January 15  
May/June issue: Deadline April 15