

Riverside County Chronicles

Parameters for submitting articles for publication

Articles consist of both text (the written portion) and graphics (the pictures, tables, etc). Because we are using a professional printer to print the Chronicles, certain guidelines must be followed to ensure that your article appears as good as it can in print. Please adhere to these rules:

1. Text – All text should be submitted electronically, preferably in Word format. If your article is in another format, please check with the editor first. ALL TEXT MUST BE SUBMITTED ALONE AND HAVE NO IMBEDDED GRAPHICS – NO EXCEPTIONS! (Imbedded graphics are pictures that are placed into an article in Word, Wordperfect, etc. Wordprocessing software changes graphics and renders them unusable).
2. Graphics - All images MUST BE submitted separately from the text and in either of two ways:
 - a. The original photo can be submitted for scanning. The original will be returned. PLEASE NOTE – Photocopies and/or printouts of pictures, including “hi-res” photocopies and printouts, are NOT acceptable.
 - b. The image can be submitted in an electronic format (JPEG or TIFF only). PLEASE NOTE – Images in formats such as PDF, and images incorporated into Word or Wordperfect documents, are NOT acceptable.
 - i. All scanned photos MUST BE scanned at no less than 300 dpi and no smaller than 20 cm wide (if you have questions regarding these parameters, please ask).
3. Location of Graphics in Text – All articles that contain graphics of any nature should note an insertion point for each specific graphic, and that insertion point should be readily visible. For example:

“Frank Miller was arguably Riverside’s best-known citizen. Not only did he construct Riverside’s landmark Mission Inn hotel over a period of 30 years, he also tirelessly boosted Riverside and made sure that Riverside’s name was always in the forefront throughout Southern California. <PLACE PICTURE 1 HERE> Sure he had his detractors, but when Miller died on June 15, 1935, tributes poured in to Riverside from all over California, the United States, and the world. His work toward world peace alone earned him praise worldwide.” <PLACE PICTURE 2 HERE>

It must be noted that the insertion point should only be considered as a reference – the exact insertion point will depend on the layout of the article. PLEASE DO NOT ASSUME the editor knows where to place the graphics in your article and leave it up to him/her.