## **GUIDELINE – NEWSLETTER CONTENT REQUIREMENTS**



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The following are content requirements for any member or club sending in articles to be published in the ATHRA newsletter Trail Tales. If content does not meet these requirements the article may risk not being published.

- Please try to create articles that will be of interest and relevance to all ATHRA members nationally.
- Send as a word document without text boxes, fancy headings, photographs etc, (photographs are to be a separate attachment, stating where in the article photographs are to be placed)
- Photographs need to be between 200kb and 1mb
- Flyers need to be less than 500kb or send text information separately to any photographs
- Font is Calibri 11
- · Headings in Calibri 12 Bold
- Margins are narrow
- · Maximum of 2 pages, including photos

By following these guidelines your articles will have a greater chance of being published.

Please note that the ATHRA Newsletter editor has the discretion to publish or reject articles.