



## Colorado Weed Management Association Newsletter Author's Guidelines

1. Please submit articles and announcements in
  - a. Microsoft Word (.doc or .docx format)
  - b. Times New Roman font, size 12
  - c. 1.5 line spacing
  - d. Italicize all scientific names, capitalizing the genus but not the species (ex. *Homo sapiens*)
  - e. Include trademark symbol (™) for any trademarked items.
  
2. **Main articles**
  - a. Keep to 300 words or less.
  - b. Please spell check! We will provide copy editing, so expect minor changes in readability, organization, style, punctuation and grammar. If more extensive changes need to be made, we will send it back to you with suggestions for changes. Because of quick turn-around times, you will not receive the final, edited copy unless specifically requested. Submit early if you want to review the changes!
  - c. For links, provide entire URLs rather than short-cut links. Some members receive hardcopies and links like "More info" aren't valuable to them.
  - d. If you cite a publication, list references at the end of the article. Within the text, cite references as (Author, year) (ex. Jones, et al., 1990).
  - e. Please provide your name, position/agency, and contact information at the end of the article.
  
3. **Announcements:** Keep as short as possible. Include your contact email or phone number, what, where, what date and time, and cost (if any).
  
4. **Committee Reports:** Keep short, highlight accomplishments, events, etc. Provide contact information (name, phone and/or email).
  
5. **Images**
  - a. submit as a jpeg file; compress file if possible to limit size
  - b. include owner/author citation within the jpeg image itself, if possible
  - c. submit caption with body of article; label with Table or Figure number(s), if necessary