

All those contributing articles, reports, and photos, to Lark News (L.N.)  
Please Observe the S.S.G. (the Seven Sacred Guidelines).

1. **RESPECT SUBMISSION DEADLINE: MIDNIGHT ON THE TUESDAY AFTER THE SATURDAY MONTHLY MEETING.** L.N. is published before the beginning of the current month. i.e. January's newsletter goes out *late* December. If you are the ARC (Amateur Radio Coordinator) and can't submit the report when it's expected, please inform the Editor *prior* to deadline. A delay in publishing reports isn't a problem; the editor simply needs to know this for space formatting.
2. **USE ARIEL FONT, 12 PITCH, make it BOLD** – This is the style which L.N. uses for all reports. If you use anything other than this, the editor must convert it, and this takes time. Your cooperation is greatly appreciated.
3. **PROOFREAD YOUR WORK, CHECK GRAMMAR-** Prior to publication, board members receive a draft copy for proofreading. Corrections are sent to the editor who makes changes. Errors created by authors, take up the time of at least 6 people. Aim for perfection. Editors make enough mistakes on our own, and we appreciate your attention to detail. Thank you in advance.
4. **SUBMIT YOUR BEST PHOTOS-** If it looks blurry to you, we can't use it. Editors view, crop, frame, and create caption boxes for each photo. This requires a fair bit of time. Suggestion: Take loads of photos at events (as time and your interest level allows). Here's the important bit: when you get home review before you send. Be selective, it helps a lot. Creativity encouraged. We've had wonderful photos (even of horses!)
5. **INCLUDE CAPTIONS-** For each photo (ideally) identify: the person(s), include call signs, the place, the time/date, and if you wish, make a comment. Perfection is *not* expected here. You won't know the name of a biker racing by your station, and those are some of the best shots, so send them in. However, if the photo is of your ham buddy whom you know, please identify this person by name *and call sign*. Takes only a second of your time, saves so much time for the editor!
6. **INCLUDE YOUR CALL SIGN-** whenever you submit *anything*, assume the editor *hasn't* memorized your call sign (no matter how important you are, or how often you submit). It takes time to look these call signs up.
7. **SUBMIT ONLY ORIGINAL WORK** - L.N. publishes original articles and photos OR we need written permission from the original authors, which is your responsibility to obtain. L.N. is a collaboration. Your articles, photos, and reports are the essence of this newsletter. Thank you for submitting.