

IOWA STATE MAGAZINE

GUIDELINES FOR AREA REPORTERS

The Area Reporter receives articles from each club reporter in the Area Federation, edits (for length of the article, number of words, etc.), corrects spelling and punctuation and e-mails or arranges to e-mail articles to the editors. Send news articles in the body of the e-mail and not as an attachment. When necessary, you may send typed articles that can be scanned.

Deadline for articles from club reporters is that the article must be received by the first of the month.

The e-mail, edited articles are to be received by the State Editors by the fifth of each month

The Area Reporter should help the Area Subscription Manager at special dances in the area at a display of magazines (with a subscription order form handy), and should also sign up for a time-slot for the display at the State Convention to obtain new subscriptions. If you will not be at the convention, please recruit someone to take your place and notify the editors.

1. E-mailed copy is single-spaced with a heading that gives the Federation, Club Name and Reporter's name. If the Town where you dance or club caller is not correct in the last magazine, include that information also.
2. If an article contains information regarding a future dance to be held prior to the magazine's publication date, delete it or rewrite it to past tense. You may also delete any part which you feel would be harmful to the square dance movement.
3. If it is necessary to correct spelling, punctuation, or to change the wording of a reporter's article in order for it to be more readable, please do so. We do not advocate rewriting it, but often the addition of a period and removal of a conjunction makes an article more interesting. Any corrections an Area Reporter can make are extremely helpful to the Editors. Also, Area and Club Reporters know the spelling of dancers' names in their area rather than the Editors who do not correct the spelling of people's names.
4. **DEADLINE FOR ARTICLES TO THE EDITORS: ARTICLES MUST BE RECEIVED BY THE 5TH OF THE MONTH.** Any material received after the 5th may or may not be used in the next month's magazine. Send news articles to both the Editor at fksmith@attglobal.net and to the Co-Editor at HRMEYER40@aol.com. The Editor and Co-Editor will reply with messages that they received your e-mail and maybe a message about a web site. If no reply is received in three days, the original e-mail may be lost in a server, please check with the Editors to see if you should resend the e-mail. Do not send hand written copy to either Editor. Find someone to send the e-mail for you. E-mail either Editor to check the news article status.
5. Use e-mail when sending your material to the Editors or have someone send it for you. Do not send articles as a word processor .DOC, .WPD, etc. attachment to e-mail as they may contain a virus. The only news attachments accepted are text files with a .TXT or .RTF suffix. Typed articles on an 8½" x 11" sheet suitable for scanning may be sent, if necessary. Do not send handwritten copy.
6. When there is a change in Federation President, Area Reporter, Advertising Manager or Subscription Manager, contact the Editors with name, address, phone number and e-mail address of replacements for the heading portion of the page for your area.

Guidelines are available from the State Federation web site: <http://www.iowasquaredance.org/>. At the main screen click on Iowa Square and Round Dance news. On the next screen, click on the guideline you wish

*See next page for General Rules for Writing Your News
(26 August 2007)*

GENERAL RULES FOR WRITING NEWS

1. The news should be a cheerful, newsy article which will build the reader's enthusiasm for dancing. Use **ACTIVE** verbs and keep the sentences short. Avoid passive verbs.
2. They should drop the "I" and use the Club Name, "our," "we," or a phrase such as "all of us" — The writing is for the club. Exception: a personal comment. These should be as **infrequently** as possible.
3. The news should be about **upcoming events** involving the club. If about an event held before publication of the magazine, it must not be an invitation to the event. Instead, mention some specific happening that made the event special — guest caller's name, a special guest or an unusual circumstance. Write about recent dances — not those 2 or 3 months before.
4. **The article should not be** anything which could be harmful to square dancing, round dancing, clogging, etc. or could be considered controversial. Remember the rule: If you cannot say something good, don't say anything.
5. It should be mindful of **all** club members. It should **Not** single out a few about whom something is always told and omit naming others when a similar circumstance occurs.
6. Remember the writing rule — **Who? What? When? Where? Why?**
7. When possible, the article should be less than **100** words.
8. Check spelling. Use spell check when possible. Double check the spelling of **personal names**, your editor depends on your spelling.
9. When someone new is appointed as a Club Reporter, include the new reporter's name and phone number. Give the new Reporter a copy of the Club Reporter Guidelines. Guidelines are available from the State Federation web site: <http://www.iowasquaredance.org/> At the main screen, click on Iowa Square and Round Dance news. On the next screen, click on the guideline you wish

Your attention to details will be greatly appreciated and will enable your Area Reporter to be more efficient.

(26 August 2007)