



SCARF Newsletter

**CONTENT SUBMISSION GUIDELINES**

These guidelines are to be used when submitting content (including photos) for the SCARF newsletter.

All material should be submitted to the Newsletter Co-ordinator Jane Coburn email:  
[fundraising@scarf1.org.au](mailto:fundraising@scarf1.org.au)

**Text**

- Articles submitted should be in Microsoft Word format, sent in as attachments to an email. If you don't normally use Microsoft Word, you will find you can 'Save As' into that format
- Please do not attempt to "format" or indent or otherwise shape the word document, and in particular do not type a "return" after any sentence, except at the end of a paragraph
- Do not use double spacing. The text should just flow normally

**Pictures**

- Pictures should be submitted in .JPG format as attachments to an email
- Picture captions are essential - add them to the MS Word document submitted. Refer the caption to the picture file name
- If possible crop your photos before submission
- To maintain the quality of the SCARF Newsletter, pictures should not be reduced in "file size" (the number of kilobytes). Just submit them in their original file size, after cropping
- Ideally, pics should be greater than 300 kilobytes, depending on your camera setup they may be several megabytes
- When emailing pictures if offered the option to "make all my pictures smaller" tick "keep original sizes"
- If scanning a picture or graphic if you are offered the options "scan for internet" or "scan for print", select the latter