

Editorial Submission Guidelines for *Illinois Freemasonry*

We welcome the opportunity to present news and photos about all Masonic events and activities of interest to the members, families and friends of Freemasonry in Illinois. One of the most important functions of a publication such as *Illinois Freemasonry* is not only to present information about programs and activities of our Grand Lodge, **but also to report on the activities of individual Masons and their lodges in every issue.** But, we cannot provide coverage of local lodge activities without the help of our readers.

We encourage all members to submit materials to be considered for publication in any issue of *Illinois Freemasonry*. The magazine is published four times a year; please note the editorial deadlines at the bottom of this page. Priority will be given to news about unusual and significant lodge events – particularly of a public nature, special accomplishments of individuals, and special activities that may be used by other lodges or members in the state. Space does not permit us to cover lodge installations or regular meetings unless there is something truly unique about them. Similarly, we do not provide detailed coverage of individual membership service awards, but we do recognize our 50-year memberships and above in the Milestones section of the magazine.

Here's how to submit materials

There are several ways to provide material for the magazine:

1. *Illinois Freemasonry* has editorial correspondents located throughout the state and their names are listed in each issue of the magazine. Contact one near you for help in providing material.
2. All written material and photos may be mailed to: 2001 14th Street, Silvis, IL 61282. We do not have fax capabilities at this time. Materials may also be sent by e-mail to: ed61282@yahoo.com. It is preferred that photos and supplemental information be attached as separate documents rather than embedded in the e-mail.

Text attachments in MS Word are preferred but PDF files will also be accepted. Information being submitted for publication does not have to be in a final, edited form, but factual and spelling accuracy are essential. Please check dates, locations, names and titles before sending materials. Also provide as many details about the event or activity as possible. **All materials submitted will be edited to conform to magazine style and space requirements.**

For photo submissions, please note the following guidelines and suggestions:

1. Try to avoid harsh contrasts between light and shadows if possible. The images should be clear, with close-up focus on subjects. Avoid general photos of empty rooms or landscapes.
2. Consider how people are arranged in the photo; use of steps or arranging subjects in a semi-circle will avoid long, narrow photos. Consider the location of identifying signs (at the altar) or pictures taken outside the lodge hall when appropriate.
3. Color photos are used throughout the *Illinois Freemasonry* magazine. The better the quality, the better it will appear in print.
4. For scanned or digital color photos, the preferred pixel-per-inch (PPI) resolution requirement is 300. (NOTE: the standard resolution for jpeg-format photos posted on websites is 72 PPI, which is not suitable for print publications.) When submitting color prints of digital photos, use the highest possible resolution printing method and photo-quality paper.
5. The digital photo file formats sent by e-mail should be JPEG (.jpg) or TIFF (.tif) if possible. Note: If using JPG, avoid excessive compression – this tends to result in a heavily pixelated image which severely deteriorates quality. E-mail capacities may require sending very large photo files individually, and if necessary, they may be mailed on a PC-formatted CD to the editor.
6. Reproduction of newspaper clippings and Polaroid photos in the magazine is marginal and these will be used only when they can be suitably reproduced.

Editorial Schedule for *Illinois Freemasonry*

Deadline for submissions

Winter (February) January 15

Summer (August) July 15

Deadline for submissions

Spring (May) April 15

Fall (November) October 15