



AMERICA'S WALKING CLUB

— ESTABLISHED 1976 —

TAW Submission Guidelines

- Articles should be no more than 600 words (a little over or under is fine).
 - Articles should be a word document, and should be in calibri font, in 11 point.
 - If articles are sent embedded in the email, they must be in 11 point, in calibri font. Please, no fancy background in the email. Black on white background is how to submit the story.
- Submissions should be copy ready (with proper grammar, spelling, etc.).
- Please also include a title for your article.
- To submit, e-mail your article to TAW@ava.org
- Please include TAW and your region in the subject line.
- Include your first name, last name, and a contact e-mail address in the body of your message. Your name (but not your e-mail) will appear in the newsletter (unless you ask to be anonymous).
- We will work with you via e-mail to edit and proof your submission prior to publication.
- Articles should be sent as an attachment in Word (.doc or .docx) format. Please do not send in .pdf format.
- Related pictures are highly encouraged to be submitted along with your article.
 - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed (photos on websites that are free to use); [3] public domain (photos that are not subject to copyright).
 - Attach images to the same e-mail as your article submission.
 - Include a short (1 sentence) caption of each image.
 - Do not include the photo in the body of the text.
- Submissions that are deemed commercial in nature must be approved by the President/CEO of AVA. These are articles or ads that benefit “for-profit” companies. Email henry@ava.org
- Photos are highly desired (even without an article)
 - Please have one line caption with each photo
- Submissions that do not meet the above guidelines may not be accepted.
- NEW: Clubs may submit a free ad for an upcoming traditional or multi-day event (first-come, first serve basis). Ads must be 3.75 W x 2.75 H. Maximum 6 ads per region, with a limitation of 1 ad per club. Your RD will help coordinate. If there are more ads per region submitted than we can accommodate; therefore, we will have a link to our webpage, that includes the additional ads.