



LOCAL NEWSPAPERS

- All articles and photos related to SaddleBrooke Hiking Club activities for publication in our local newspapers should be sent to Lynda Green, Publicity Coordinator for the club.
- Lynda is our designated single point of contact for both newspapers, the SaddleBag Notes and the SaddleBrooke Progress.
- Lynda will work with you on the final copy and coordinate with the newspapers for publication.
- Your photo should be a stand-alone file not embedded with your article text, as this is the way they must be sent to the newspapers.
- Photos must have adequate resolution and size for publication. They should be submitted as .jpg files taken at a minimum of 2 megapixels (1600 x 1200 pixels). However, the higher the megapixels the better the photo. Dimensions should be a minimum of 4 inches wide by 3 inches tall at 300 dpi. If you are using a smartphone camera, most have adjustable settings to meet the minimum requirement.
- Photo Captions: include a caption with each photo you send. This should be separate from the article itself and include who, where, what, when and who took the photo. You can simply add this information to the email you send to Lynda Green as she submits the captions with the photos. Remember when people read our local papers they often just look at the photos so those captions are important and may encourage them to read the article.
- Lynda's contact information if you have any questions (note the new email address):
phone 440-289-0357 / email lyndag16@gmail.com

Below are the deadlines for the outside publications we use for hiking club articles. Note that it may take a day or two for me to obtain the articles and photographs and to possibly give them a light edit, so I would appreciate getting copies ahead of these dates.

SaddleBrooke Progress

The publication deadline for *SaddleBrooke Progress* is generally at **noon** of the **26th** of the month before the next month's issue. If the 26th falls on a weekend, the deadline is at **noon** of the previous Friday.

Also note that photographs must be at least **minimum resolution of 1,600 by 1,200** in order to be published. The file size can be determined by looking at the file properties under the 'Details' tab. Both publishers ask that we give accurate credit to the photographer. This can occasionally be 'anonymous fellow hiker' when the person is unknown, but please make an effort to properly credit the photo's creator.

SaddleBag Notes

Deadlines for the 2024 to 2025 *SaddleBag Notes* Print Editions

Issue	Publication Date	Article Deadline
January	Friday, December 29 2023	Thursday, December 14 2023
February	Friday, January 26 2024	Wednesday, January 10 2024
March	Friday, February 23	Thursday, February 8
April	Friday, March 29	Thursday, March 14
May	Friday, April 26	Thursday, April 11
June	Friday, May 31	Thursday, May 9
July	Friday, June 28	Thursday, June 13
August	Friday, July 26	Thursday, July 11
September	Friday, August 30	Thursday, August 8
October	Friday, September 27	Thursday, September 12
November	Friday, October 25	Thursday, October 10
December	Friday, November 15	Thursday, October 31
January 2025	Friday, December 27	Thursday, December 9
February 2025	Friday, January 31 2025	Thursday, January 16 2025

CLUB NEWSLETTER

- All articles and photos related to SaddleBrooke Hiking Club activities for publication in our club newsletter should be sent to Maureen Spence, Newsletter Editor for the club.
- The photos should be stand-alone files and not embedded with the article text.
- Articles may be sent any time during the month – these are stored in file boxes on the computer for the next newsletter. This enables you to write the article immediately after your hike, send it to Maureen, and it will appear in the next newsletter.
- Maureen's contact information if you have any questions: phone 314-803-3225 / email [mailspence@gmail.com](mailto:spence@gmail.com)