Guidelines for submitting to CAP Online News

CAP News Online is the primary source of information for Civil Air Patrol's more than 56,000 members.

- Submit by e-mail to Dan Bailey, CAP Online News editor, at dbailey@capnhq.gov.
- Text should be in body of e-mail, not an attachment.
- News release format preferred.
- Who, what, when, where and why.
- Contact name, number and e-mail.
- Must include rank and full name of all individuals.
- Use correct name of squadron.
- Avoid abbreviations.
- Include at least one and no more than five action shots of high quality. Photos should be jpeg attachments not included in the copy.
- Photos must include complete cutline information including a statement of what's going on. Be sure to include a photo credit and, if appropriate, a byline.
- Do not send everything that happens in your squadron to Online News. Submissions should include the best of the best of what occurs in your squadron.
- Submit complete information for all proper nouns.
- Never use first person.

Other types of submissions:
- Standalone photos. Provide high-quality shots with comprehensive cutline information.
- Media links to high-profile print and broadcast media stories.