How to Submit Text and Images

TEXT

Please save document in one of the following formats:
- Microsoft Word
- ASCII (TEXT format)
- Plain text

Please label your diskette with:
- document name
- your name
- date
- format

It is easiest for us to use files saved in a word processing format

How to Type Your Copy
- Copy should be flush left, upper and lower case. Please do not type copy in all caps.
- Take out all paragraph indents. Instead, place one line space between paragraphs to separate them.
- Delete all rules, symbols, and framing boxes from your file.
- Type only 1 space after the period at the end of a sentence, not two.
- Do not save document in columns or in table format.

Please Include Marked Hard copy
Hard copy must be included, shown or marked with specifications for italic, bold, and levels of heads and subheads. For example, it should be clear which head/subhead is "level 1" head for most important, "level 2" for next, and so on.

IMAGES

Photos you would like to consider for your project should be <u>public domain and copyright free</u>. If you provide the image, it is best to supply a professional quality 35mm slide. Sometimes digital photos will do, if it is for something that will be printed at a smaller scale, like a publication, which then the actual final size must be at least 300 dpi. Although, for large products such as posters and exhibits it is best not to use digital photos since most often the quality and size may not work at such a large scale.

If you can not find a specific image, photo research can be provided by the NCTC image librarian for a fee.