



Pennsylvania Recreation & Parks Magazine **GUIDELINES FOR SUBMISSION**

Thank you for your interest in the *Pennsylvania Recreation & Parks* magazine. Here are some guidelines that will help you in submitting material.

Pennsylvania Recreation & Parks Magazine doesn't publish themed editions, so your stories on any topic of interest to our readers are welcome at any time!

- Articles should be submitted in Microsoft Word to Emily Schnellbaugh, Director of Communications at eschnellbaugh@prps.org
- Articles should not be less than 700 words and no more than 1,300. The author is responsible for Fact-checking. Breaking an article into a main piece and/or sidebar is encouraged. Follow standard rules of grammar, usage and style. Avoid the passive voice whenever possible. Avoid affected language; do not use long words when shorter ones will do. Keep sentences and paragraphs to reasonable lengths. Beware of using sexist, racist or other demeaning language. Avoid wordiness; use no unnecessary adjectives or adverbs. Use parallel constructions
- Articles should not appear to promote a company, product or service, unless otherwise agreed to. Content must be educational and informative
- Put figures and tables at the end of the article; refer in the text to the table or figure number rather than to "the following table"
- Include a one or two sentence biographical note of the author giving name, title, and affiliation. A photo of author may also be included
- High-resolution digital photos preferred (resolution **must be 300 dpi**). The original image of a digital photo for an article should be at least 5"x7". Photos and artwork must be submitted in separate files and must NOT be embedded into word documents. Digital files for photos and artwork must be in a JPEG, TIFF, or EPS format. Provide photo credit and/or a caption when applicable
- For footnote and bibliography format, follow *The Gregg Reference Manual*, ninth edition, by William A. Savin

General Editorial Considerations

Pennsylvania Recreation & Parks functions as both a magazine and a professional journal. Its readership is extremely diverse and includes professionals whose primary interest is administration and finance; public, industrial or commercial recreation program planning and supervision; recreational therapy or therapeutic recreation; park or facility operation and maintenance; leisure education or research; and park or facility design. Authors must decide which segment of the readership they wish to address. It is unlikely that any article will appeal to all PRPS readers. Having decided who your audience is be sure you are conveying information that is timely, relevant, and interesting to that audience.

In general, we are looking for articles of wide rather than local interest, or lasting value, and of a nature, which contributes to the state of the art or promotes the professionalism of the park and recreation field. PRPS is also interested in publishing news about members, and events and activities happening within the districts.

The PRPS editorial staff will review all articles. The editor reserves the right to exercise editorial prerogative. In most cases, editing will be for style, organization, and length. If the editor feels that substantive editing is necessary, the author will be contacted to discuss the proposed changes.