



Richmond Newsletter Calendar and Guidelines

The Richmond Newsletter is published four times a year. The following calendar will be observed.

Issue	Article topic deadline	Articles deadline	Ads Deadline	Printer submission	Start Delivery
Winter	December 15	January 1	January 15	January 21	January 28
Spring	March 15	April 1	April 10	April 15	April 22
Summer	June 15	July 1	July 15	July 21	July 28
Fall	September 15	October 1	October 15	October 21	October 28

Article Topic Deadline: Notify the Editor if you intend to submit an article. Please provide:

- The general topic;
- Approximate length, e.g., full or ½ or ¼ page or less. Full page articles are approximately 650 words, ½ page is about 325, and ¼ page about 180;
- If you plan to submit a photo or graphic.

Articles submitted without 2-week notice may not be included in the upcoming issue, depending on what other topics have been timely submitted and available space in the issue. The article may be published in the next issue.

Articles Deadline: Articles must be submitted by the deadline to be included in the Newsletter. Articles submitted after the deadline will be considered for the next issue. Please submit articles in the following format:

- Email it to rnnewsletter@gmail.com in the body of an email or in Word or Google Docs format, 12-point font.
- Include the photo or graphic you wish to accompany your article. It will be the Editor's discretion whether to include it, depending on space limitations.
- Please remember that the Newsletter will not be distributed until a month after your article has been submitted, so time your article accordingly.
- If your article will not be published in the upcoming Newsletter, the Editor will try their best to contact you before the issue is sent to the printer.

If an article is longer than originally intended by the author or longer than space allows, the Editor will either ask the author to rewrite it to shorten it or will shorten it if only minimal substantive edits are needed.

The Editor will make grammatical, syntactic corrections as needed. When substantive changes are made, such as removing entire sentences or paragraphs for space reasons, they will try their best to send the edited article to the author to review in a timely manner.

Please Note Newsletter Policies:

- The Richmond Newsletter is the official publication of the Richmond Neighborhood Association.
- Articles, however, are not voted on by the RNA Board, so they do not represent the views or opinions of the Board and do not represent the official position of the Board. Unless the article reports on a vote(s) of the RNA, articles should not represent or convey that the statements, opinions, or views stated or made in the article are those of the Board.
- Opinion pieces, including Letters to the Editor type of articles, are not allowed. Send your opinion pieces to the Oregonian, Willamette Week or NextDoor.

Ads Deadline:

Most of the Newsletter ads run for a full year, i.e., 4 issues. If there are open ad spaces on the back page, please contact the Editor (rnnewsletter@gmail.com) and RNA Secretary (richmondnasecretary@gmail.com) if you want to inquire about placing an ad and ad specifications.