

GFWC California Clubwoman Article & Advertising Submission Guidelines

GFWC California Clubwoman encourages the submission of article and advertising content. Please review the following guidelines to ensure your materials are published accurately and on time. All submissions should be emailed to: caclubwoman@cfwc.org.

Submission Deadlines

February 1 – March Spring Publication (Space closing February 15)

May 1 – June Summer Publication (Space closing May 15)

August 1 – September Fall Publication (Space closing August 15)

November 1 - December Winter Publication (Space closing November 15)

Space closing refers to the last day changes may be made to an article or ad submission.

Article Submission Guidelines

Length should not exceed 150–200 words.

Font must be 12-point Times New Roman (normal, bold, or italic).

Do not insert manual line breaks or special spacing.

Indicate paragraph breaks with an extra line space (no indentations).

Left margin only should be justified.

Authors are responsible for securing permission for any copyrighted materials.

Acceptable File Types

Submit articles in MS Word format or within the body of the email. PDF files are not acceptable.

Macintosh users must include the three-letter file extension in the file name.

Image Guidelines - Strongly encouraged for article submissions.

Acceptable formats: .jpg, .png, .tif.

PDF images will be converted to .png and may lose clarity.

Advertising Submission Guidelines

Ad files must be uniquely named and include your name and ad size.

Acceptable print file types: .jpg, .png, .tif.

Files must include all fonts in postscript format.

Online ads must be 72 dpi.

Files should not exceed 750 kb.

No cancellations or changes after space closing date.

Payment is required in advance of publication.

Bleed & Non-Bleed Ad Specifications

Full-page bleed ads must be made to trim size with .125" bleed on all four sides.

Maintain a .25" safety margin for live copy within trim size.

Do not add bleed allowance to non-bleed ads; create to exact ad dimensions.

Payment & Contact Information - Please contact us for current advertising rates.

Make checks payable to GFWC/CFWC (memo: AD for Clubwoman).

Mail to: CFWC Financial Secretary

All artwork should be emailed to caclubwoman@cfwc.org.