

IATC Centennial Project Guideline: Reporting to Torch.org Google Cloud

PRINT SUBMISSION GUIDELINE

- Submitter's name, phone number, and email address. (Include other author(s)/contributor(s) names if necessary.)
- Year of Record, Club name/number, location, and version ex. (04-07-22YourLastName).
- The author who submits the document is responsible for initial editing and ensuring that all information is correct.
- Use Word or Rich Text – Times New Roman – 11pt
- Do not use abbreviations, colloquialisms, acronyms, or local sayings/terms that may not be understood in the final print publication.
- Keep a copy and request that your submission has been received by requesting notification of receipt of submission.
- Keep all correspondence during this project development.
- Article submission should be no more than 3,500 words.
- Final copy approval is most important prior to online or print publication.

MEDIA SUBMISSION GUIDELINE

- Digital images sent should be of a high-quality jpeg (*Joint Photographic Experts Group*) or jpg file. No TIFF files. Do not include your name or initials in the photo. Credit or other information for photo submission, should be in the caption.
- Note: A background could be a distraction. Photos should be well lit, and in focus without distortions. Title or explanation of photo should be the caption.
- Submitted images may require editing or enhancing.
- All edited photos/videos will be finally approved by sender.
- Do not exceed 20 mb (megabytes) in uploading an image file.
- Photos of people should be accepted prior to publication. Include name(s). If a release form is necessary– A suggested form is attached and must be submitted.
- Photos should be emailed to <johnrvincenti@comcast.net>.
- Videos may require mailing or compressing for email purposes.
- If you wish to mail a CD, Stick, SD, or DVD (image(s) or video(s) to John Vincenti please call him at 814-234-1794 for mailing instructions. Note, due to spam calls, please leave a message with your name, date of call, and phone number for a return call.

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