

Rules for GFWC Florida Clubwoman Article Submission

1. **Please** put GFWC and your DISTRICT in the subject line of the email. (e.g. GFWC District 14)
2. Prefer articles attached as Word documents, text files, or simply typed in the body of the email.
3. Picture files should be attached, not embedded in the email for better picture quality. Please note some photos may be resized or cropped to fit the available space. Send high-resolution files where possible for a clean and crisp image.
4. You DO NOT need to format the article(s). I will do that, and make sure it fits in the available space.
5. Please do not send picture collages or pictures with captions already embedded in the file.
6. When attaching photos to your email, please advise how many files are attached and reference each file with a caption. Some email providers limit the size of an email. If you have numerous attachments and they are high-resolution, you might reach your provider's threshold causing the email and/or attachments to be truncated. If need be, I can send you a secure link to upload files via a file transfer protocol (FTP) instead of sending in an email.
7. Please verify the spelling of any names you use in your articles/captions since I do not know everyone and whether or not their names are misspelled.
8. If your Club has a website, email address or Facebook page, please include that contact information in your article or in your signature so hyperlink(s) can be added to the article.

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