



# South Riding

## M A G A Z I N E

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## ARTICLE SUBMISSION GUIDELINES FOR SOUTH RIDING MAGAZINE

### General Article Criteria

- Submission must be original with a maximum of 500 words.
- All topics must be about South Riding or an organization based in South Riding, or be of specific interest to South Riding Proprietary residents.
- Submissions that promote a specific product, service or business will not be accepted. For information on advertising in the SR Magazine contact Town Hall.
- Political articles may only be submitted by elected officials.
- Please confirm all information is current before submission, including facts, spellings of names, locations, dates, websites, phone numbers, etc.
- Include your name and contact information.
- Please submit a short 2-3 sentence bio and a small headshot which will appear at the end of the article.



**Wendy Taylor**, is the General Manager of South Riding Proprietary since 2007. She carries the professional designations of Professional Community Association Manager (PCAM) and Large-Scale Manager (LSM).

### Acceptance for Publication

- Submissions will be published at the discretion of the editor.
- SRP holds the right to edit any articles submitted for publication.
- Articles must be submitted as print ready for publication, no press releases.
- Submissions not adhering to the guidelines will not be published.
- You must have written permission for any photos & artwork submitted or they must be copyright free.

### Deadlines

- Article deadline is the 20<sup>th</sup> of the month; approximately 6 weeks prior to issue date.
- Articles may not be published if space is not available, however, they will be held for future publication.