Photo Submission Guidelines for Newsletter

1. **Photo Requirements**   High resolution (300 dpi or higher) in JPEG/JPG or TIFF
2. **How to Send**   Photos must be submitted as attachment to e-mails, and not embedded in an
   article or e-mail.
3. **Cover Photos for NODA News**
   o **Size**: 8.5 wide x 11 long with uncluttered background
   o **High resolution** (300 dpi or higher) in JPEG/JPG or TIFF
   o **How to Submit**   Via e-mail as attachment/ Please do not crop the photo attachment to allow
       the editors to format as necessary
4. **Photos from NODA Events or Horse Shows**
   * If planning to submit photos for newsletter, advise co-editors
   * Photos should Include horse bridle number when possible to be able to identify horse/rider team
   * Include horses and riders from a variety of barns, stables, and trainers
   * Any riders on horseback MUST be wearing a secured safety helmet
   * All subjects in photos must be identified (name of horse, rider, or other persons) when submitted
   * Event or show name and date must be included with photo(s) submitted
   * Photographer credit must be provided
   * Event or show photos may include riders, volunteers, stable, signs, judge booths,
       stabling area, or other things of interest
   * Eligible for NODA Bucks if used in newsletter
5. **NODA reserves the right to determine which photos will be published.**

Article Submission Guidelines for Newsletter
** Articles receive NODA Bucks based on length **

1. **Topic Content and Questions**   Contact Lead Editor, Mosie Welch, to present topic of your article and
    confirm it is not already covered by another writer.
2. **When Articles are Published** The lead editor will decide when an article will be published based
    space and required content.   (NODA specific news and highlights have top priority in the *NODA News.*)
3. **Articles Topic Ideas Welcomed:**   Highlight an aspect of training, a piece of horse related equipment, an
    equine or rider treatment modality, or a member(s) highlight or achievement. Share a unique equestrian
    experience of interest to other riders and horse enthusiasts, or write a clinic review.
4. **Photographs Encouraged** to enhance your article.   (Refer to *"How to submit a Photo"*).
5. **Deadline to Submit Articles**: 10th of the month prior to the next month's issue.
    NOTE - your article may be held for a future issue based on newsletter space availability
    and other required content.
6. **Article Proofing/Editing**   Submitted articles are proofed and edited for flow, grammar, and newsletter
    space constraints.
7 . **Submit Article(s)**   Submit your article and photos as e-mail attachments to Mosie-Editor@nodarider.org.
8. ***NODA* reserves the right to determine which articles to publish, and when.**

How to submit a Classified Ad for the Newsletter
*** Newsletter Classified Ads run concurrently on the Website ***

1. **Submit Classified** E-mail or snail mail Classifieds
    Editor at Classifieds@nodarider.org
2. **Deadline to Submit Classified(s)**: 15th of the month prior to the next month's issue.
3. **What to Include**
    a/   Your full name, contact information, and if a NODA Member (yes or no).
    b/   Advise what type of Classified Ad you want
    c/   Format the classified as you would like it published
4. **Payment**   Full payment required before Classified Ad can be published.
5. **NODA Member Classifieds**   *NODA member classifieds have priority.*
    o   Classified Ad, 60 words or LESS   FREE
    o   Classified Ad, 60 words or MORE $5.00
    o   2nd Classified Ad $5.00 (runs for 2 months)
    o   Photo with Ad: $5.00
6. **Non-NODA member Fees**
    o   Classified Ad, 60 words or LESS $5.00
    o   Classified Ad, 60 words or MORE $5.00 per month
    o   Photo with Ad $5.00 per photo
7. **Classifieds Editor Contact   Jennifer Cooper   216-469-3920   Classifieds@nodarider.org**
    Address NODA Classifieds c/o Jill Voigt
                P.O. Box 347022
                Parma, OH 44134
8. *NODA News* **reserves the right to refuse a classified.**