

# Guidelines for "The Order of the Earth" Newspaper

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[www.theorderoftheearth.com](http://www.theorderoftheearth.com)

**Suitable topics:** We must believe in what we publish. Please read our Goal, Mission and Dream statements in the paper or at the Web site.

1. Meaningful stories or reports about direct experiences, current events and ongoing issues.
2. Issues that have "get-at-the-root-cause" potential.
3. Articles with facts, witnesses or documents that expose government and corporate misdeeds and grassroots "wins."
4. Writings that might snap reader's heart strings and stimulate them to swing into action to protect our planet.
5. Original poetry, cartoon and artwork related to the earth, its' inhabitants, the environment and current newsworthy issues.
6. Articles must be educational in nature, not advertisement for your practice or business.
7. Please review a few issues of the paper (on-line, if possible) to see the types of articles and op-eds we've published. Expect that articles will be edited for clarity, size, etc.
8. Please keep article length at 500 - 1,000 words, although longer articles may be acceptable. We cannot guarantee all articles will be published. To discuss an idea for an article, please contact us, **814-259-3680**. We are usually delighted with what friends are doing and publish what they write.

## **Photographs & Biographical Information**

If appropriate, submit two or three small photo files in JPG, PNG, EPS or TIF format with captions and a few sentences about yourself. Check prior issues of the paper for examples.

## **Style Requirements**

1. No comma before "and" or "but" in a series.
2. Periods after U.S.A.
3. Spell out names of states and titles of people.
4. Use -- (I will change this to ems in the final copy), i.e. words(space)--(space)
5. Keep paragraphs short, break long paragraphs into two or three.
6. To show words have been deleted, use . . . (space)(period)(space)(period)(space)(period)(space)and then continue the sentence. Ex: sdkjdllkskjf . . . lskjdkjljflkj.
7. If cut off at the end of a sentence, use . . . . (space)(period)(space)(period)(space)(period)(space)(space)(period) Ex: Slslkdks . . . .
8. When an article is excerpted, say so in un-italicized parentheses and italicize the word "excerpt."
9. On page 1, updates, authors and sources are centered; on all other pages, they are flush left.
10. "Continued" begins with capital "C."
11. Punctuation goes inside the ending quotation mark, as above
12. Sub-headlines are centered in the first column before author and source name
13. Write out numbers ten and lower; use numerals for 11 and higher.
14. One space only between sentences.
15. When two adjectives go together to describe the noun, hyphenate them. Ex.: The heavily-loaded truck. If each adjective can support the noun alone and make sense, you don't need a hyphen. For instance, you would think "heavily truck" -- no, doesn't make sense; "loaded truck" might make sense, but that's not the meaning you're after; hence, link the two adjectives together with a hyphen. Here's an example where you don't need a hyphen: the little red truck; the "little truck" is OK as is the "red truck" so they don't need to be linked, ergo, no hyphen.
16. The first time you mention a person, please give their first and last name as well as their title or a brief description of who they are. The next time you mention an adult, just use the last name; if a young person, use their first name. If relevant, mention where he/she/they live.

## **Submission Dates and Format**

1. Submissions must be received by the 10<sup>th</sup> of the previous month via email to [ionaconner@pa.net](mailto:ionaconner@pa.net) or postal mail to Order of the Earth, HCR 83, Box 881, Shade Gap, PA 17255.
2. Preferred document format is MS Word (.docx is fine), however other standard formats may be acceptable. Keep formatting (tabs, indents, etc.) as simple as possible.

*Thank You!*