

***Naše rodina* Submission Guidelines for Authors**

Articles submitted for consideration to be published in the *Naše rodina* must follow these guidelines.

- Article to be prepared using text only (Times New Roman) using single spacing, left justified and with no indenting. You may use any size font but the text is mainly published using 11 point.
- Do not attempt to split your text into columns as that work will be performed by the CGSI's Desktop Publisher.
- Do not embed any photos in with your text. (see below on photos)
- If sourcing is to be used for specific material included in the article the author shall use Endnotes and not footnotes.
- Do not use page breaks, headers or footers, page numbering or other special Word features.
- The Word document shall be emailed by itself to the Editor of *Naše rodina* at Publications@cgsi.org
- All photos shall be emailed separately to the Editor of *Naše rodina*, preferably one photo per email and include the caption material either within the email or prepare a separate word document with the image number and the caption of all photos.
- Photos shall be in either a jpg or tif format with at least a 300-dpi resolution.
- Charts, maps or other types of non-photo images can be saved as pdf.
- As a rule of thumb, we publish one image per page or every other page depending on the length of the article. It is better to send more photos and allow the editor to choose which photos will produce best.
- It is preferred that images be either scans of hard copy photos or digital images taken with a digital camera or a smart phone using high resolution setting.
- Newspaper or magazine images are generally unusable because the thousands of dots used to create those images do not produce well in the printed publication.
- Authors may suggest specific locations to include images by inserting a placeholder note such as: [Insert Image #1 here]
- Not all articles may be published in the *Naše rodina*. Those that are chosen may not be published right away, but if they provide value to a wide audience or meet a theme for a certain issue, they will at some point be published.
- You may contact the editor at any time to request additional information or seek feedback about a potential article theme or content. Send inquiries to Publications@cgsi.org