



# novato mothers club

*friendship, community and learning*

## Mother's Ink Newsletter Guidelines for Non-member Contributors

The NMC newsletter focuses on information directed to entertaining, nurturing, and supporting our members and their families. The editors reserve the right to edit and shorten text as necessary; they also reserve the right to refuse text or advertising in accordance with club by-laws.

Editorial contributions from non-members are welcome and gladly considered for publication. All submissions are subject to the following guidelines:

- Articles should be informative, and contain non-commercial, non-partisan, non-sectarian points of view.
- Articles may discuss the contributor's area of expertise, but may not directly promote or advertise the contributor's business.
- Outside contributors may include a byline – up to two sentences at the end of the article describing who they are and what they do. For example: Jane Smith is the owner of XYZ Company, an organization that focuses children and mothers. For more information, visit her website at [www.janesmith.com](http://www.janesmith.com).”
- Articles should be 500 to 1,000 words in length.
- NMC complies with all laws regarding publishing rights. If a contributor's article has been or will be printed in another publication the contributor is requested to provide the editors with approval or acknowledgement from the other publication. In most cases, the NMC grants permission to reprint articles published in its newsletter in other publications.

If you have a question about any of these guidelines please contact the newsletter editor at [nmcarticles@yahoo.com](mailto:nmcarticles@yahoo.com).

Articles must be formatted in MS Word, Gill Sans MT, 10 point font. Please provide author/artist credit information for non-original material, include the name and date of the publication as well as the author's name and your name.

The article submission deadline is the second Tuesday of the month. Articles are submitted to [nmcarticles@yahoo.com](mailto:nmcarticles@yahoo.com). Submission of an article does not guarantee it will be published in the newsletter. The editors reserve the right to publish a submitted article at a later date.