

Article Standards

Word Count: 300 - 1200 Words

Use Plain Text Formats, such as .DOCX, .DOC, .TXT

Do **not** embed images in your document file — See Image Standards below.



Text and Paragraph Conventions

- Title Length: 4 - 8 Words (Title generally does not end with punctuation)
- Do **not** start the article with a number
- No bulleted lists
- Use em-dash (—) rather than a dash (-) where appropriate
- Do **not** write in ALL CAPS (this includes titles)
- Poem Max Length: Approx. 25 lines

Image Standards

Please properly format your photos before [submitting your work to the Editor](#).

Image Print Size: 7 x 5 inches (approximately 1000 x 600 px, @ 150 DPI)

Full Page: 11 x 17 inches (1280 px x 2200 px)

Quality (Resolution): 150-300 DPI

Note: Images smaller than 300 px (approximately 3.5 inches) in width or height may be too small, and unsuitable for print.



Saving Your Image File

File Formats: JPG or PNG (see Quality above)

PDF/EXCEL Note: Letters, words, typeface, fonts, etc., may not be correct on .pdf or .xls files.

Please compress the file into one of the above formats before submitting. [Try GIMP](#), a free photoshop program to resize and save image files: <https://www.gimp.org/>

Maximum File Size: 3 MB

File Name: Article Author Initials, followed by the Caption, ending with the name of the Photographer.

For example: Jason Smith writes an article and includes a photo that Stephanie Joachin took at the recent rally. The caption should describe the picture:

JS Neighbors marching in unison demand systemic change following rally Stephanie Joachin.jpg



Copyrights should be respected and work should be properly cited.

Ready to submit?

[Submit your work as attachments to an email](mailto:Streetvibes@CinciHomeless.org) to Streetvibes@CinciHomeless.org