Newsletter Contributor Guidelines
Robert W. Timmerman, Editor

I prepare this newsletter using Microsoft Word. The only source documents it can accept are Word documents. It cannot digest PDFs. If you send me a PDF, I will have to return it to you to be turned into a Word document.

The only form of photos that Word can accept are JPEG or JPGs. Using anything else is chancy. Word cannot digest photos in PDF form. Please send all photos as either JPG or JPEG.

I need captions for photos. Either include them with the photos or send a separate Word document with the photos and captions together, so I can sort them out. This is in addition to the JPG files with the photos.

The preferred text format is one space after a period, not two.

Please do not use the footnote function in Word. It is too clever by half. The footnotes in the text of the document are too small to read. When one edits the document, either to edit text or to insert photos, it does all sorts of crazy things. Just use simple endnotes, and reference to the endnotes by number in brackets, thus [2]. Then list the endnotes at the end of the article, consecutively.