

Copy Guidelines For Inside Columbia

All copy accepted for publication in Inside Columbia magazine must adhere to the following guidelines:

1. Copy must be written in an MS Word file. Do not use Rich Text Format.
2. Use Times New Roman 12-point font.
3. Flush left copy; no centering. No headers or footers.
4. Single-space line spacing with 0-point spacing before and after (set this default in your Format: Paragraph settings on the Word toolbar).
5. Only one space between sentences. Use the spacebar for spaces; do not key in nonbreaking spaces.
6. Use the tab key or automatic paragraph indent function to indent paragraphs. Do not use the spacebar for paragraph indentions.
7. When ending a paragraph, use the Enter key. Do not hit this key in Shift mode, which creates a hard return, or in Control mode, which creates a hard page break.
8. Do not type any words or titles in all-capital letters. Follow AP style for acronyms.
9. Use smart quotes instead of stick quotes. You can set this default in the AutoCorrect options of Word.
10. Special fonts:
 - Titles of books, magazines, newspapers, artwork and other written or visual compositions are set in italics (e.g., *Inside Columbia magazine*).
 - Musical works, CD titles, movies, television and radio show titles, plays and other spoken or auditory compositions are set in italics enclosed with italic quotation marks (e.g., *"Raiders of the Lost Ark"*).
 - Video games are treated no differently than other games and product names (i.e., capitalized name but no italics or quotation marks).
11. Adhere to all deadlines. Contact the editor as soon as a problem arises if it will interfere with meeting a deadline.
12. All copy is expected to be fact-checked by the writer before submission. Double-check all facts, spellings, dates, numbers, website addresses, email addresses, street addresses and telephone numbers. All telephone numbers should include the area code. Address format and abbreviations must follow AP style. Any business or address referenced outside of Columbia should include the name of the city or town.
13. If an editor contacts a writer with a question on a story, respond as soon as possible with the requested information. Incomplete stories will be withheld from publication.
14. Adhere to requested word lengths, unless changes are previously approved by the editor. Final word count is determined by the edited story that is sent to production.
15. Inside Columbia magazine generally conforms to AP style, with local and publication-specific exceptions as determined by the copy editor. Refer to the local IC style sheet. Every writer is expected to follow the rules in the current edition of The Associated

Press Stylebook. For spelling and grammar questions not addressed by the stylebook, refer to Merriam-Webster's Collegiate Dictionary, 11th edition.

16. Inside Columbia does not incorporate Track Changes into its editing process. Writers who use this MS Word feature when revising their copy should accept/reject changes, and then turn off the feature before submitting stories.

Copy that does not meet these minimal standards will be returned to the writer for modification before it will be considered for publication.