

Article Submissions Guidelines

1. Articles must be submitted electronically to fsj@racc.edu. Please send as a Word attachment. Do not embed your article within the e-mail.
2. Pictures should be e-mailed as attachments, not embedded within the email.
3. Editors use the AP Stylebook to determine issues with word usage, proper usage of titles, spellings, etc. If you would like to reference the stylebook, it can be found in the Yocum Library reference section.
4. Articles are due by the deadline indicated. You can find upcoming deadlines on FSJ's web page on the RACC website.
5. Formatting requirements:
 - Digital submissions are preferred over hard copies
 - Articles must be typed, not handwritten.
 - Submit the article with a suggested headline.
 - Include word count with the headline
 - The first letter of the first word of the title should be capitalized. All subsequent words in the title are lowercase unless they are proper nouns.
 - Follow the headline with your byline: By Your First and Last Name
 - Use a # sign to indicate the end of the article.
6. If you are submitting a paper copy (not digital) and the article is more than one page long, please place a slug (ex: Mary Smith, RACC moves to semesters) on the top of each page.