

The Councilman Style Guide

Mary Azevedo, Councilman Editor

Basic requirements

Fonts

- Font: Times Roman
- Font point: 12

Paragraphs

- Indent first sentence in paragraph
- Spacing between sentences - 1
- Spacing between paragraphs – none
- Indents and specialized spacing – Use tab key, not use space key
- Capitalization club and council only when mentioning a specific club

Length of article (less the area for your picture and title)

- Minimum: ½ page
- Maximum: 1 page

Pictures

- jpg files only
- Minimum of 10 pixel (lower resolution causes blurring)

Website or email address – Use italics, no underlining or blue text

Miscellaneous

- **Advertising** – None (cannibalize convention, scholarship, and skier's Guide)
Council and Local club donors, use newsletter or website
- **Article request** - Editor will announce via email the date the articles are due.
This announcement is sent approximately three weeks before the article is due
- **Flyers** – No flyers. The information about the events is usually mentioned two to three times in The Councilman. A large announcement can be sent listing the event, dates, and cost
- **Proofreading**
 - Use spell check
 - Read the article twice, or let someone else read it for you a second time

Commas

Introductory prepositional phrase: If it expands to more than three words, use a comma:

- After his ski day, John waxed his skies.
- After his trip to Tahoe, Dave was really tired.

Introductory prepositional phrase that modifies the entire sentence:

- Fortunately, no one got hurt skiing.
- Sadly, one person fell into a tree well.
- On the good side, someone saw this happen.

Run-on sentences

Using periods and knowing when to end a sentence are very important. If you don't end a sentence appropriately, the intended meaning can be changed, or it can be misunderstood. Sometimes the meaning is simply incomprehensible. Please don't use a long sentences in one paragraph. Also, try to keep you paragraphs short, it is hard to read a paragraph that does not let the reader take a break.