



2010-2012 UDC Magazine News Submittal Instructions

**United Daughters of the Confederacy®
Texas Division
MAGAZINE NEWS COMMITTEE**

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United Daughters of the Confederacy®
Texas Division
UDC Magazine Instructions

Features of Magazine	Send to Whom	Description of what and when and how much
<p>Advertisements</p> <p>DEADLINE for receipt by UDC of an ad for December issue is September 1st.</p>	<p>Cynthia Hardy 5019 Foxdale Dr., Houston TX 77084, 281-851-0525 cintex08@hotmail.com</p>	<p>What: Advertisements should be solicited throughout the year. They may be published in a specific issue. Be sure to let UDC know what issue is preferred. They may be held for the December issue.</p> <p>Send: (1) Ad; (2) Check; (3) Submission form (see attached)</p> <p>If sent via email: If photograph(s) are emailed, you must snail mail a hard copy of the accompanying article with check paying for ad so that the Business Office will know that it has been paid for.</p> <p>See Deadlines on page 4</p> <p>Fee: 20% commission must be paid by advertiser to Chapter or Division submitting ad. Photo or logo for ad; not camera-ready, is \$5.</p>

ADVERTISING RATES

Size	Dimension (h x w)	Rate	20% commission	Total due
Single-column inch	1" x 2 1/3"	\$ 46.00	\$ 9.20	\$ 36.80
Double-column inch	1/2" x 4 5/6"	46.00	9.20	36.80
2 inch	2" x 2 1/3"	55.00	11.00	44.00
3 inch	3" x 2 1/3"	65.00	13.00	52.00
4 inch	4" x 2 1/3"	80.00	16.00	64.00
1/6 page vertical	4 5/6" x 2 1/3"	99.00	19.80	79.20
1/6 page horizontal	2 1/3" x 4 5/6"	99.00	19.80	79.20
1/3 page square	4 5/6" x 4 5/6"	171.00	34.20	136.80
1/3 page vertical	9 2/3" x 2 1/3"	171.00	34.20	136.80
1/3 page horizontal	3 1/6" x 7 1/2"	171.00	34.20	136.80
1/2 page vertical	7" x 4 5/6"	244.00	48.80	195.20
1/2 page horizontal	4 5/6" x 7 1/2"	244.00	48.80	195.20
2/3 page vertical	9 2/3" x 4 5/6"	323.00	64.60	258.40
2/3 page horizontal	7" x 7 1/2"	323.00	64.60	258.40
Full page	9 2/3" x 7 1/2"	442.00	88.40	353.60
Inside front cover	Entire page	462.00	92.40	369.60
Inside back cover	Entire page	462.00	92.40	369.60
Back cover	Entire page*	475.00	95.00	380.00
Centerfold	Both entire pages	1017.00	203.40	813.60

* Minus space for mailing label

Color ads. The centerfold ad and back cover ad are available in a four-color format. These are the *only* advertising spaces that may be printed in color. Contact the Magazine Coordinator at the Business Office for current rates.

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<p>Historical articles and photographs</p> <p>NOTE: These are published <i>only</i> in the December issue.</p> <p>DEADLINE for receipt by Texas Division Chairman of a historical article for the December issue is August 1.</p>	<p>Cynthia Hardy 5019 Foxdale Dr., Houston TX 77084, 281-851-0525 cintex08@hotmail.com</p>	<p>What:UDC wants two or three historical articles for the Texas issue (December). Send the following:</p> <ol style="list-style-type: none"> (1) The historical article limited to 2,000 words (2) Photographs or images (3) Bibliography (4) Letters granting permission to publish the images when such a letter is needed (5) Check to cover cost of printing photographs/images (6) Submission form (see attached) <p>When published: December (the Texas issue)</p> <p>Send when: It is recommended that these articles be sent throughout the year, but the December publication deadline for receipt by the Texas Division Chairman is August 1. Anything received after that date will be returned to the sender.</p>
<p>Memorial information (No. 1 of 2)</p> <p>NOTE: This is the “In Memoriam” feature in <i>UDC Magazine</i></p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p> <p>Or email to: magazine@hqudc.org</p> <p>Questions: Call the Magazine Coordinator at the UDC Business Office at 804-355-1636.</p>	<p>What you do: The “In Memoriam” feature in the UDC Magazine is a list of deceased members and former members published free of charge. Publication includes:</p> <ol style="list-style-type: none"> (1) The member’s full name (first, middle, maiden, married); (2) Husband’s name or initials; (3) Division name; (4) Chapter name/number and city (5) Date of death <p>What UDC will do: This column is printed each month, and the information will be added to the next issue after your submission. Do not hold this information for the December issue. Send as soon as possible.</p> <p>How: May be sent snail mail or email.</p> <p>UDC will print this information as received. Send as soon as possible after the event. Send the following:</p> <ol style="list-style-type: none"> (1) The obituary information or news article (2) Photographs (3) Check to cover cost of printing photograph, if any <p>Fee: none</p> <p>If sent via email: If photograph(s) are emailed, you must snail mail a hard copy of the accompanying article with check paying for photo so that the Business Office will know that it has been paid for.</p>

Features of Magazine	Send to Whom	Description of what and when and how much
<p>Memorial information (No. 2 of 2)</p> <p>NOTE: This is a news article or write-up.</p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p> <p>Or email to: magazine@hqdc.org</p> <p>Questions: Call the Magazine Coordinator at the UDC Business Office at 804-355-1636.</p>	<p>What: An “In Memoriam” news article of 50 words or less may be submitted, and it may include photo.</p> <p>How:</p> <ol style="list-style-type: none"> 1. May be sent snail mail or email. 2. Must be typed, double-spaced on 8.5” x 11” paper 3. Submission form (attached) must be included. 4. Send check if photo is included. For rules on photographs, see “Photographs.” <p>Fee:</p> <ol style="list-style-type: none"> 1. Article: The fee for an “In Memoriam” article (50 words or less) is \$22. 2. Photograph: The fee is \$30 for each photo submitted.
<p>News articles for Chapters and Divisions</p> <p>NOTE: These will be published throughout the year. They will <i>not</i> be held for December issue.</p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p> <p>Or email to: magazine@hqdc.org</p> <p>Questions: Call the <i>UDC Magazine</i> Coordinator at the UDC Business Office at 804-355-1636</p>	<p>What:</p> <ol style="list-style-type: none"> 1. Via Snail mail: UDC prefers that all chapter news articles and photographs be sent directly to the UDC Business Office. Send to them: <ol style="list-style-type: none"> a. News articles b. Photographs (For rules on photographs, see “Photographs.”) c. Check for cost of printing photographs. See “Fee” below. d. Submission form (see attached) 2. Via Email: If photograph(s) are emailed, you must snail mail a hard copy of the accompanying article with check paying for photo so that the Business Office will know that it has been paid for. <p>Titles before Proper Names: Regarding individuals mentioned in the articles, titles should be designed as <i>Miss, Mrs., Ms., or Mr.</i> Ladies’ names without designation will be printed as <i>Ms.</i> Boys under 12 years old or younger shall be designated as <i>Master.</i></p> <p>When published: Send the information is as soon as possible after the event. The news will be published as received. Do not ask that this be held for the Texas issue in December. This is a change in UDC policy. The Magazine Committee decided to make this change so that the information will be “news” and not “history.”</p> <p>Fee:</p> <ol style="list-style-type: none"> 1. Article: There is no fee for publishing the article. 2. Photograph: The fee is \$30 for each photo submitted.

OTHER INFORMATION

1.	Deadlines	UDC Magazine Issue Date	Deadline to UDC Business Office	Division or Chapter With No Division (CWND)
		January	October 1	Florida
		February	November 1	Georgia
		March	December 1	Virginia
		April	January 1	Arizona; Louisiana; Maryland; New York; West Virginia; Philadelphia (PA)
		May	February 1	Arkansas; Ohio; Tennessee
		June/July	March 1	District of Columbia; South Carolina; Stars & Bars (MI)
		August	May 1	Mississippi; Caleb Ross (DE); Margaret Howell Davis Hayes (CO); Chicago (IL); Seven Confederate Knights (IL); Southern Heritage (IL); General Nathan Bedford Forrest (IN); Walden (KS); Boston (MA); Roger C. Vaughan (NV); Ellen W. Jones (NM); Gen. Joe Wheeler (NM); Nora Mitchell McDowell (NM); Varina Howell Davis (OR); Robert E. lee (WA)
		September	June 1	California; Kentucky; Missouri; Oklahoma
		October	July 1	North Carolina
		November	August 1	Alabama
		December	September 1	Texas
2.	<p>Photographs</p> <p>Questions: Call the <i>UDC Magazine</i> Coordinator at the UDC Business Office at 804-355-1636</p>	Type of photos	<ol style="list-style-type: none"> 1. Glossy photos are preferred. 2. Photocopied and Polaroid-type photos are not accepted. 3. Digital camera photos and scanned photos/images are accepted as follows: <ol style="list-style-type: none"> a. Must be taken at b. <u>Digital cameras</u>: highest resolution possible for digital cameras or c. <u>Scanned photographs</u>: resolution of 300 dpi or higher. This is set on the computer <i>before</i> scanning d. Must be saved as a jpg, gif, or tif file and then either submitted on disk (disk will not be returned); or attached to an email e. If photo cannot be saved onto a disk, must be printed at the highest resolution possible on glossy computer photo paper. 	
		Size of photos	The maximum size of printed photographs may not exceed 8” x 10”. This does not apply to digital images. The size of the published photograph will be determined by UDC’s editorial staff.	
		Captions	<ol style="list-style-type: none"> 1. All photos must have a caption identifying the subject(s). 2. Never write on the front or back of a photograph. 3. Type or print the caption on a separate piece of paper, or tape the photograph to a sheet of 8 ½” x 11” paper with the caption printed below. The caption may be typed and then taped below the photo. 4. Regarding individuals mentioned in the photos, captions should be designed as <i>Miss, Mrs., Ms., or Mr.</i> Ladies’ names without designation will be printed as <i>Ms.</i> Boys under 12 years old or younger shall be designated as <i>Master.</i> 5. Each individual must be identified or a generic caption may be used. Identify clearly, e.g., as “left to right” or “front row to back row.” 	

		Affixing captions to photos	1. Tape the caption to the back of the photograph if possible; otherwise, paperclip it to the photo. 2. Never staple the caption to the photo.
		Submission	1. Paperclip the photograph to the article that is submitted with it. 2. Never staple the article to the photograph and its caption.
		Fee	\$30.00 per photo

UDC Magazine Submission Form

A separate Submission Form must accompany each feature or ad submitted. Designate type of feature (Division or Chapter news, historical article, In Memoriam write-up, query, or ad) under Description below. Any special instructions or comments should be typed or printed on a separate sheet of paper. Enclose all copy and all required checks.

Issue _____

Description _____

Division _____

Chapter _____

Contact name/address _____

Contact telephone _____ **Email** _____

Chapter/Division news photo(s) _____ **@ \$30.00 each =** _____

Ad size _____ **Ad rate** _____

Rate after 20% commission _____ **Photos** _____

Total amount due _____

For office use only

Date received _____

Check number _____ **Date** _____ **Amount** \$ _____

Check account info _____

File name _____

To editor _____ **To publisher** _____

Proof _____ **SASE** _____

Comments _____
