



2008-2010 UDC Magazine News Submittal Instructions

United Daughters of the Confederacy®
Texas Division

MAGAZINE NEWS COMMITTEE

1. Susan Dawkins Sager, Chairman

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Revised June 2010

MAGAZINE NEWS SUBMITTAL INSTRUCTIONS

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Magazine Feature	Send to Whom	Description of what and when and how much
<p>I. Advertisements</p> <p>DEADLINE for receipt by UDC Business Office for the TEXAS issue (December) is September 1.</p> <p><u>Deadline for receipt by Texas Division Magazine News Chairman is AUGUST 15.</u></p>	<p>Susan D. Sager Texas Division Magazine News Chairman P O Box 2433 Spring, TX 77383-2433</p> <p>E-mail to: palmettomoon56@gmail.com</p> <p>Questions: Call the Magazine Coordinator at the UDC Business Office at 804-355-1636 or contact via e-mail magazine@hqudc.org.</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 digital file via E-mail:</p> <ol style="list-style-type: none"> (1) Ad copy (2) Submission form (see attached) (3) Photos (if applicable) <p>After sending digital file, send hard copy via U.S. Mail:</p> <ol style="list-style-type: none"> (1) Ad copy (2) Submission form (see attached) (3) Photos (if applicable) (4) Check made payable to "Treasurer General UDC" <p>Fee: The advertiser purchasing the ad must pay a 20% commission to the Chapter or Division submitting the ad. Chapters and Division keep the commission and should subtract it before sending check to pay for ad.</p> <p>Photo or logo for ad is \$5.00</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

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<p>PHOTO or LOGO for ad is an additional \$5.00. Please include this amount in your check total.</p> <p>Color ads. The centerfold ad, back cover ad, inside front cover and inside back cover are available in a four-color format. Contact the Division Magazine News Chairman OR UDC Magazine Coordinator at the Business Office for current rates.</p>		
<p>II. Historical Articles</p> <p><u>DEADLINE for receipt by Texas Division Magazine News Chairman is AUGUST 15.</u></p>	<p>Susan D. Sager Texas Division Magazine News Chairman P O Box 2433 Spring, TX 77383-2433</p> <p>E-mail to: palmettomoon56@gmail.com</p> <p>Questions: Email or call the Texas Division Magazine News Chairman at 281-288-7798 or 713-305-2836</p>	<p>What: UDC wants two or three historical articles for the Texas issue (December). They are published free of charge. Send the following:</p> <ul style="list-style-type: none"> • The historical article limited to 2,000 words OR six to eight pages • Photographs or images • Full bibliography MUST be included. Heading should include full name of author and chapter name/number if a UDC or CofC member • Letter granting permission to publish the images when such a letter is needed • Submission form <p>Send digital file via E-mail:</p> <ol style="list-style-type: none"> (1) Historical article (2) Submission form (see attached) (3) Photos (if applicable) <p>After sending digital file, send hard copy via U.S. Mail:</p> <ol style="list-style-type: none"> (1) Historical article (2) Submission form (see attached) (3) Photos (if applicable) <p>When published: December (the Texas issue). Article may be held for possible future publication.</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 Magazine News Chairman is August 15. Anything received after that date will be returned to the sender.</p>
<p>III. Memorial Information (No. 1 of 2)</p> <p>NOTE: This is the <u>"In</u></p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p>	<p>What: The "In Memoriam" feature in the UDC Magazine is a list of deceased members and former members published free of charge. This column is printed each month, and the information will be</p>

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<p><u>Memoriam</u>” feature in UDC Magazine</p> <p><i>Note: You do NOT need to send copy to Texas Division Magazine News Chairman.</i></p>	<p>E-mail to: magazine@hqudc.org</p> <p>Questions: Call the Magazine Coordinator at the UDC Business Office at 804-355-1636.</p>	<p>added to the next available issue after your submission. Send as soon as possible - do not hold this information for the December issue. UDC will print this information as received.</p> <p>Send digital file via E-mail OR send hard copy via U.S. Mail: Send the following information:</p> <ol style="list-style-type: none"> (1) The member’s full name (first, middle, maiden, married) (2) Division name (3) Chapter name/number and city (4) Date of death <p><i>No submission form is required.</i></p> <p>Fee: none</p>
<p>IV. Memorial Information (No. 2 of 2)</p> <p>NOTE: This is a “Write-Up” about a deceased member. Fees apply.</p> <p><i>Note: You do NOT need to send copy to Texas Division Magazine News Chairman.</i></p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p> <p>E-mail to: magazine@hqudc.org</p> <p>Questions: Call the Magazine Coordinator at the UDC Business Office at 804-355-1636.</p>	<p>What: An “In Memoriam Write-Up” of 50 words or less may be submitted and it may include a photo.</p> <p>Send digital file via E-mail OR send hard copy via U.S. Mail: Send the following information:</p> <ol style="list-style-type: none"> (1) Memoriam Write-Up article (2) Submission form (see attached) (3) Photos (if applicable) (4) Check made payable to “Treasurer General UDC” <p>Fee: Article: The fee for an “In Memoriam” article (50 words or less) is \$22.00 Photograph: The fee is \$30.00 for each photo submitted.</p>
<p>V. News Articles for UDC and CofC Chapters and Divisions</p> <p>NOTE: These will be published throughout the year. They will not be held for December issue.</p> <p>Note: Please send copy of article and submission form to Texas Division Magazine News Chairman.</p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p> <p>E-mail to: magazine@hqudc.org</p> <p>Questions: Call the <i>UDC Magazine</i> Coordinator at the UDC Business Office at 804-355-1636</p>	<p>What: UDC and CofC Division and Chapter news is published free of charge. News must be brief, concise, and of a UDC or CofC event. There is a \$30.00 charge for each photo included.</p> <p>Send digital file via E-mail:</p> <ol style="list-style-type: none"> (1) News article (2) Submission form (see attached) (3) Photos (if applicable) <p>After sending digital file, send hard copy via U.S. Mail:</p> <ol style="list-style-type: none"> (1) News article (2) Submission form (see attached) (3) Photos (if applicable) (4) Check made payable to “Treasurer General UDC” <p>When published:</p>

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		<p>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: Article: There is no fee for publishing the article. Photograph: The fee is \$30 for each photo submitted.</p>
<p>VI. Queries</p> <p>NOTE: This is genealogical and other queries. Fees apply.</p> <p><i>Note: You do NOT need to send copy to Texas Division Magazine News Chairman</i></p>	<p>UDC Business Office ATTN: MAGAZINE COORDINATOR 328 North Boulevard Richmond, VA 23220-4009</p> <p>E-mail to: magazine@hqudc.org</p> <p>Questions: Call the <i>UDC Magazine</i> Coordinator at the UDC Business Office at 804-355-1636</p>	<p>What: Queries with a 50-word maximum may be submitted. There is a \$10.00 charge for each query.</p> <p>Send digital file via E-mail:</p> <ul style="list-style-type: none"> (1) Query (50 words or less) (2) Submission form (see attached) <p>After sending digital file, send hard copy via U.S. Mail:</p> <ul style="list-style-type: none"> (1) Query (50 words or less) (2) Submission form (see attached) (3) Check made payable to "Treasurer General UDC"

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

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		October	July 1	North Carolina
		November	August 1	Alabama
		December	September 1	Texas
2.	Photographs	Type of photos	(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: a) Must be taken at <ul style="list-style-type: none"> • <u>Digital cameras</u>: highest resolution possible • <u>Scanned photographs</u>: resolution of 300 dpi or higher. This is set on the computer <i>before</i> scanning b) Must be saved as a jpg, gif, or tif file and then either <ul style="list-style-type: none"> • Submitted on disk (disk will not be returned); or • Attached to an e-mail sent to the Magazine Coordinator at magazine@hqudc.org c) 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	(1) All photos must have a caption identifying the subject(s). (2) 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." 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. DO NOT staple the photo to paper and DO NOT staple anything to photo.	
		Submission	(1) Place photo in an envelope and paperclip the envelope to the article that is submitted with it. Be sure to include chapter name and number on the outside of envelope. (2) Never staple the article to the photograph and its caption.	
		Fee	\$30.00 per photo	
		Photos returned	Photos will not be returned unless a Self-Addressed Stamped Envelope (SASE) of appropriate size is submitted with the article.	
	3.	Additional Copies/Back Issues of Magazine	<i>UDC Magazine</i> Coordinator at the UDC Business Office at 804-355-1636. E-mail to: magazine@hqudc.org	Additional copies of the UDC Magazine and back issues may be ordered from the Magazine Coordinator at the UDC Business Office. Please contact the Magazine Coordinator for ordering information.

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 _____
