



## STONY Bridges Submission Guidelines

**STONY Bridges** is the primary publication of RTOERO District 23, North York. It is published three times yearly: March, August, and November, and is the primary source of communication to all our members. We strive to share important stories and information. Feature stories focus on ways for members to maintain a healthy, active lifestyle during the retirement journey. Popular topics include wellness, travelogues, RTOERO initiatives, volunteering, social media — and Convener reports for district activities.

We welcome your interest in contributing to **STONY Bridges** if you have a story to tell, an experience to share, a poem you have written or a photo you have taken. Consider submitting your work for publication.

### Guidelines

- You must be a member of RTOERO. Submit your article to Maureen Capotosto at: [mpcapotos@sympatico.ca](mailto:mpcapotos@sympatico.ca). Include your name, address and telephone number.
- Written articles can be stories, poetry, reviews, travelogues, a “salute” to one of our members, social media reports of interest, etc.
- Articles should be from 400 to 1200 words in length. Write the article in MS Word format, Arial 12-point font.
- Photos are also welcome. Submit your best photo(s), minimum 300 DPI in JPG or PNG format. (Minimum 1MB size) These can be individual photos of personal favourites, a series of photos highlighting an interest in your work, or a topic provided by District 23.
- Please send photos as attachments and do not reduce the size or embed the picture in your article. Do include comments indicating insertion points and filenames in your article. Ensure that you credit the name of the photographer. We must honour copyright laws. We cannot use photos from magazines or websites without permission and credits.
- If submitting pictures to accompany an article, include less than 10 photos.
- If you are including links to webpages or articles, please ensure the links work.
- We reserve the right to edit, condense, crop, or reject letters, photos, or other artifacts.
- If your article is included in a STONY Bridges’ edition, we will contact you for a photo (JPG or PNG) of a square head and shoulders shot of yourself.

July 16, 2022