



Guidelines for Preparing and Submitting Articles and Photos

Text/Copy Requirements

- Report to be approximately 300 words maximum
- File format: Word document or similar
- Include information about the event, such as:
 - o Location
 - o Historical significance
 - o Landmark/National importance
 - o Outstanding interest
 - o Special theme
 - o Décor
 - o Costumes or entertainment
 - o Outstanding menu items
 - o Wine
 - o Number of members inducted and promoted. Specify names of any important Chaîne officers or other dignitaries attending.

Photo Requirements

- Photos must be in **digital, high-resolution** format (**JPEG file size greater than 1 Megabyte**). Please note: printed photos are no longer acceptable.
- Detailed captions (or similar) must be sent in a Word or similar document
- For formal photos (such as Grand Chapitres), a professional photographer is preferred and strongly recommended
- High quality, digital photos, as per our specifications above will allow the photos and captions to 'tell most of the story'. This is particularly important as members speak many different languages and the more 'visual' the magazine the more accessible and interesting it becomes.
- Send as many high quality digital, high resolution photos as possible providing the page designers with a greater choice
- **Photos should be varied.** Avoid having all the photos the same, such as people arranged on stairs, outdoor groupings, etc. Make sure you have:
 - o Less formal photos of members enjoying themselves
 - o Any special guests or dignitaries pictured/photographed

Other Requirements

- Menus with interesting, unusual or impressive designs should also be sent

Submission Requirements

- Email
 - o Please only send by email if photos and attachments are not too bulky or large and the attachments do not exceed 10Mb per email.
 - o Send emails to: chaîne-magazine@chaîne-des-rotisseurs.net
- CD-Rom (by Post)
 - o Digital, high-resolution photos are often very large in size and cumbersome to send by email and can take significant time to download. Therefore, you may prefer to send both copy, captions and photos on a CD-ROM to Marie Jones as per the following address:

Marie Jones

Editor
Chaîne International Magazine
Villa Belle Vue
52 avenue du Général Leclerc
16200 JARNAC
France

- If sending the package by any means other than normal or air-mail please ensure that the phone number 05 45 81 34 69 is clearly marked on the front of the packaging.

MARIE JONES
Managing Editor
Chaîne International Magazine