

SPECIAL FORCES ASSOCIATION

POLICY OR PRECEDENT

SUBJECT:
Drop Submission Guidelines for Chapters

DATE: 1 January 2009

POLICY NUMBER	ORIGINATING SECTION	ORIGINATOR	PHONE NUMBER
SFA-10	Secretary	Melvin Smith	910-485-5433

APPROVED: Ronnie A. McCan, President



Melvin H Smith, Secretary



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- PURPOSE:** To establish Special Forces Association policy for the submission of Chapter input for the Drop.
 - SCOPE:** This policy applies to all Chapters regarding submission of Chapter input for publication in the SFA Drop Magazine.
 - GENERAL:** Chapters may submit input relating to Chapter activities for inclusion in the Drop. The following guidelines are provided for the Chapter Drop editors to use in the preparation of the Chapters quarterly Drop input.

a. Submission Dates. Always shown on the inside cover of the Drop, input must be received NLT 10 February, May, August, and November of each year respectively for the Spring, Summer, Fall, and Winter Drop. Chapters are encouraged to have input to National NLT the 8th in the months indicated above.

b. What to send for each issue of *The Drop* (at a minimum).

- Chapter officers.
- Chapter Address.
- Chapter POC's Name, Telephone no., and email address).
- Chapter text input (not to exceed 500 words).
- Photo captions (minimum 300 dpi).
- Up to six (6) photos.

Important note: Exceeding content limitation may cause your input to be edited by the editor to conform to submission requirements.

c. How to send your input.

- Drop input must be submitted by email.
- All input will be emailed to: sfadropeditor@aol.com.
- Items b(1) thru b(5) above may be sent in the body of the email message.
- Attach photos to message (imbedded photos are not always retrievable). Send photos at 300 dpi or better (affects printed quality when less than 300 dpi).
- Do not use all capitalization. The input must be retyped and will be returned for correction.

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(6) A sample text input for chapters is attached.

d. How to label files.

(1) Text files should be labeled Chapter## Text Input XQXXXX, where X is edition and XXXX is the year. (ie 1Q2009) Text files must be one of the following types:

(a) Microsoft Word: .doc

(b) Rich text format: .rtf (most word processors allow saving in rtf format).

(c) Standard Text: .txt (many word processors allow saving in txt format).

(2) Since our publisher is potentially working with over 250 photos for each issue, it is easier and reduces the potential for errors if you identify each digital photo as shown below.

(a) Chapter (C-XX) Photo (01-06) Drop issue XQ20XX.

(b) Sample for Chapter 50 photo label: C-50-01-1Q2009.

(3) Please use any of the following image (digital photo) file format:

(a) .bmp,

(b) .tif,

(c) .jpg

e. Don'ts: (Things that will save everyone time.)

(1) Don't use all CAPS. It must be retyped.

(2) Don't use BOLDING. We, along with the publisher, just have to remove it.

(3) Don't send your chapter's e-mail newsletter.

(4) Don't send input (text or photos) in any program, such as PowerPoint, etc.

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Sample text input for Drop Submission

Chapter: 01-18

I-XVIII

Aaron Bank-Samuel Theriault Memorial Chapter

Fayetteville, NC

List officers to appear in masthead

President

Vice-President

Secretary

Treasurer

<http://www.sfal-18.org>

Chapter Address: (for Chapter roster) web address will be provided

Chapter POC(s): (Names, Tels, and email addresses)

Chapter Drop Input

(not to exceed 500 words)

Photo Captions

Number of Photos: (6)

(Max 6 photos)

C-01-18-4Q2005 caption

C-01-18-4Q2005 caption

C-01-18-4Q2005 caption

C-01-18-4Q2005 caption

C-01-18-4Q2005 caption

C-01-18-4Q2005 caption