

# 2011 Guidelines for Article Submissions - Interest Groups Sun City Texas SUN RAYS Magazine

Sondra Carlton – Editor, *Sun Rays* – 864-1202 – [sondra.carlton@sctexas.org](mailto:sondra.carlton@sctexas.org)  
Emily Wallace – Managing Editor, *Sun Rays* – 864-1225 – [emily.wallace@sctexas.org](mailto:emily.wallace@sctexas.org)

The purpose of the *Sun Rays* is to provide pertinent information to the residents of Sun City Texas about upcoming activities and events. It is also a forum for relaying times and dates of upcoming meetings and to provide contact names and phone numbers for members and non-member residents interested in attending meetings or events.

## Sun Rays' Article Deadlines

Please submit by **NOON** on the following dates. If your organization is to have information in the *Sun Rays*, information **must** be submitted by the following dates.

• It is very important to submit your article **on or before deadline**. Although all articles submitted are subject to editing if necessary, the later your article is submitted, the more of a chance it has of being edited

Sun Rays Issue	Deadline NOON
January '11	November 25, '10
February 2011	December 25, '10
March 2011	January 25, 2011
April 2011	February 25, 2011
May 2011	March 25, 2011
June 2011	April 25, 2011
July 2011	May 25, 2011
August 2011	June 25, 2011
September 2011	July 25, 2011
October 2011	August 25, 2011
November 2011	September 25, 2011
December 2011	October 25, 2011
January 2012	November 25, 2011

## Please Put it in Writing! (Email) Information will not be taken over the phone!

• In order to help alleviate mistakes, submission of Sun Rays articles are to be submitted by email. Make sure the representative who is submitting articles has access to a computer and email.

Articles are to be submitted to: [emily.wallace@sctexas.org](mailto:emily.wallace@sctexas.org).

## Email Subject Line

• **Email subject line should read:** i.e., Interest Groups\_Hawaiians. This will help organize the incoming information to minimize mistakes.

## Attaching your articles

• **Please submit your articles as attachments**, if at all

possible. *Microsoft Word* is the standard software of most businesses. To attach as a document just go to *File* then to *Send To* and follow the prompts OR go to your email, type in [emily.wallace@sctexas.org](mailto:emily.wallace@sctexas.org), go to *insert* or click on the *paperclip icon*, find the document in the file and click ok. The document will attach to the email. Or, you may type your article in to the body of your email message. Call Emily at 864-1225 if you have any questions regarding your group's submittal.

## Word Count

Interest Groups will be given space for 75 words or less. Anything over this amount will be run if space is available. We always try our best to include all of your article in the *Sun Rays*; however, at times, editing is necessary. ***We do not consult with individual groups and members before editing. It is always done at the editor's discretion.***

## How to determine word count -

In *Microsoft Word*: Select your text. Look at the menu at the top of your screen. Click on Tools> Click on Word Count.

