

## LEADER GARDENING COLUMN

### Format and Deadlines

1. **Schedule** – The first columns ran on a weekly basis from July through September 2010. From October 2010 through March 2011, columns were published every two weeks. Currently the garden columns are again running on a weekly basis. Alan Wexler of The Leader will inform us of any changes to this schedule.
2. **Deadlines** – The following deadlines apply:
  - Completed columns must be emailed to Diane Threlkeld (diane\_threlkeld@yahoo.com) by Wednesday of the week before the column is to run (e.g. submit column to Diane by July 7 for publication on July).
  - Diane Threlkeld will edit and email the column to the Leader by Thursday of the week before the column is to run.
  - Diane will notify Mike Henery each Monday of the following week's column topic.
3. **Format**
  - Column should be submitted in Word (please use Word 2003 version with ".doc" extension).
  - Column file should be saved as "B GardenColumn publish date".
  - The top of each article should include a suggested headline, the author's name, phone number, and email where they can be reached by Leader copy editor for questions.
  - Columns should be no more than 350 words. Please use the word count feature to ensure the text is kept to 350 words. This is fairly short for a column, so writers should be brief and make use of bulleted items where appropriate.
  - In general, columns should briefly introduce a topic and then explore it from the perspective of someone in the garden doing the work.
  - Any information sources used for the article should be submitted to Diane with the column. The article and any sources provided will be shared with plant clinics each week so they can be better prepared for questions.
  - Columns will first be edited by Leader copy editors and then by Scott Wilson.
  - Some newspaper style tips: Put book titles in quotes, not underlined; don't use the last serial comma (e.g. "I like the colors red, blue and green.").