



Contributor guidelines

Final deadlines

Please submit the final drafts of all articles, accompanying photos, captions and photo-credit information by the following deadlines:

Winter: November 15

Spring: January 30

Summer: April 30

Fall: July 30

Thank you for contributing to *Ranger* magazine! We appreciate your willingness to provide content for this important journal. Although we are not able to pay you for your work, we do understand that your time and expertise are highly valuable. Please let people know that you've been published in *Ranger*!

Contact Editor Ann Dee Allen at rangermag.editor@gmail.com to submit a feature article idea or book review idea, or content for regular sections like All in the Family. Feature article ideas require advance correspondence about the story angle and deadline, photos and other background information. They are 500-1,000 words in length. Please see the Photos section in this document for details.

Correspondence, copy and photos for regular sections can be sent at any time, as soon as you have the information; deadlines are also observed. Please see the Photos section in this document for details.

All in the Family, Actions & News and ANPR Reports section items run about 60 to 250 words. Refer to the most recent issue of the magazine to submit your copy in a similar format.

The Professional Ranger columns run about 300 to 500 words. Book reviews are 250 to 300 words.

In most cases, current authors for The Professional Ranger and Ranger Rendezvous articles are already identified.

Kindly read and follow the guidelines provided below to make the process easier and less time-consuming for you, which will also ensure accuracy and the best possible magazine.

***Ranger* contributor guidelines**

1. Include in a single Word document: the copy of the feature article, the byline and biography of the author, photo caption(s), and the name(s) of the photographer(s) to credit. Please do not send partially completed articles or articles that contain questions that still need to be answered, stories without bylines and bios, or photos without captions and credit lines. Kindly wait until all of your information is ready (and approved by superiors if needed) before emailing it.
2. Contributors are responsible for ensuring that *Ranger* has permission to re/print photos and that the names of the photographers credited are accurate.
3. Contributors are responsible for providing the full, accurate and proper names of people and places, dates, and other factual information. The accuracy of all information must be confirmed by the contributor before the information is submitted for *Ranger*.
4. Plan to complete your final draft one to two weeks before the final deadline. That way, you will have time to fact-check and spell-check your copy and clear up any last questions and details.
5. To ensure the best representation of your submission, please keep the length within the guidelines. *Ranger* reserves the right to edit copy to fit. Your copy competes with your colleagues' submissions – when authors write over the limit, cuts are needed to fit everything into the finite number of printed pages.
6. If only minor editing is needed, we will not contact you or send you a new draft of your article. Otherwise, we will correspond with you about changes to your submission or to clarify any questions. In the case of more than customary changes, you will receive a new draft of the article for review. We ask that you review the new draft within three days and send a response about whether any additional changes are needed for accuracy. If complex changes require your further review, you will receive a new draft.

Photos

1. Please take, save and send photos at “Actual Size” or the highest-resolution/largest size or select existing photos that are a minimum resolution of 300dpi when a photo is 5 inches wide or larger (8 inches wide at 300 dpi is needed for the photo to be eligible for the cover of the magazine). To check the size at which your photo can be printed at 300dpi, use the calculator at http://tiporama.com/tools/pixels_inches.html (see more information below).
2. Title each photo with information about the article and the subject of the photo and your name, such as: Estes Park article_elk 1_Allen.
7. Please submit no more than three of the highest-quality, highest-resolution, in-focus, high-contrast, cropped photos that tell the story best. We will try to let you know if your photo is selected for the cover.
3. Include all captions and photo credits inside the Word document with the article text. Please identify which caption goes with which photo by photo title. Please wait to send the photos until this information is complete and ready to be submitted in the same email as the article.
4. Use a zip file to email the article and photos together, or ask Ann to invite you to upload everything to the *Ranger* Dropbox.

How to tell if your photo is large enough for *Ranger*:

1. Select the file but don't open it. Right click and scroll down to properties.
2. In the properties window, go to the details tab at top. Look for the pixels x pixels there.
3. Go to http://tiporama.com/tools/pixels_inches.html. Enter 300 for the dpi.
4. Enter the photo's pixel sizes. Look for the final image size in inches, or enter 300dpi and see how large the photo can be printed. If the photo is not large enough to print, send a different photo.

If your software does not work exactly like this, try right-clicking in or on the photo to see the pixels.