

## **Guidelines for Submissions**

These guidelines specify the expected quality level of content submitted to *The Sun Star*. While we edit all submitted work for grammar, punctuation, and sentence structure, we expect a collegiate level of professionalism for your submission to be considered for publication.

Specifications for various submission types are listed below. Note that these are an approximate expectation, and the Sun Star reserves the right to make exceptions or additions to these guidelines.

### **All written submissions**

- Include your name, your email, the title of the piece, and a brief (1-3 sentences) description on the actual word/google doc/pdf.
- News pieces should be objective and contain factual information, with citations where necessary.
- Opinion pieces may be controversial but deemed inappropriate or offensive will not be considered for publication.

### **Feature Articles**

- Length: roughly 700-3000 words and ~ 5-10 minutes to read
- 5+ paragraphs
- **Feature Packages** should contain 4-10+ quality photographs (see below) or some other form of multimedia that supports the article topic, e.g., videos.

### **Basic Story**

- Length: roughly 200-1000 words and ~2-5 minutes to read
- 3+ paragraphs

### **Columns**

- Length: varies by column topic
- To be considered a column, pieces should be submitted pertaining to the same topic/category at least once a month. Weekly or biweekly preferred.

### **Photos**

- All photos should be of high quality and have sufficient resolution to be displayed on large monitors (approximately 1MB / 1000kB).
- Feature Photo Package: 10+ photos pertaining to a proposed or pending feature article
- Basic Photo Package: 4+ photos pertaining to a proposed or pending article