

# **GBC Guidelines for Submissions**

## **General Information**

Members may submit items they would like to see included on the GBC website or other publications. We reserve the right to edit any information sent to us for style, consistency, and appropriate content.

## **Guidelines for Submission for Events (What's Happening web page)**

- Date/s and time/s of event (from – to)
- Location of event
- Title of event
- Link to a website listing the event
- Contact person (name, email, telephone number)
- Submissions are accepted by [adriane@greenburialcouncil.org](mailto:adriane@greenburialcouncil.org)

## **Guidelines for Submission for the Newsletter**

- Interesting stories, media coverage, photos, news of interest to the public and providers.
- We reserve the right to edit or shorten material if necessary.
- We reserve the right to select items that best fit our schedule.
- Submissions are accepted by [adriane@greenburialcouncil.org](mailto:adriane@greenburialcouncil.org)

## **Guidelines for Submissions to our Stories web page**

- Content providers are encouraged to write their own story, but will be assisted by request.
- Submissions must be concise, well written, and green burial related.
- Stories and articles should appeal to a diverse audience.
- Submissions cannot be an advertising pitch to promote a product or service.
- We reserve the right to edit or shorten material if necessary.
- We reserve the right to select items that best fit our schedule.
- Interviews can be presented in various ways: written, audio, or video.
- Submissions are accepted by [lee@greenburialcouncil.org](mailto:lee@greenburialcouncil.org)

## **Guidelines for Submissions to our Books, Articles, Videos, Podcast and Academic Research web pages**

- Published news of interest to the public and providers.
- Send the original link.
- Submissions are accepted by [lee@greenburialcouncil.org](mailto:lee@greenburialcouncil.org)

## **Guidelines for Submissions to our Blog web page**

- Content providers are encouraged to write about green burial from their own perspective. We are not looking for treatises on green burial; we are looking for unique perspectives, depth of insight, essays that are personal, probative, and thought-provoking.
- Length should be in the vicinity of 300 - 500 words.
- The author is invited to submit a pertinent photograph or image.
- We reserve the right to edit or shorten material if necessary.
- We reserve the right to select items that best fit our schedule.
- Submissions are accepted by [sabrina@greenburialcouncil.org](mailto:sabrina@greenburialcouncil.org)

## **Stylistic Formatting**

- Spell out the *first instance* of all acronyms (afterwards the acronym itself is sufficient), e.g. Green Burial Council (GBC)
- Spell out numbers one through ninety-nine, unless these refer to percentages (e.g., "fifteen countries," but "15 percent").
- Include first and last names with first mention of proper names (e.g., "Clara Barton," but later, "Barton...")
- Use "United States" rather than "US" or U.S. in the case of the noun; "U.S." is employed as an adjective, as in "U.S. policy."
- Each author is required to head her or his submission with name, affiliation and email address.

## **Author Bio and Picture to Accompany Appropriate Submissions**

- Provide a short bio of approximately 150 words or less. If you want to include your email and/or web address, that would be fine.
- Provide a picture of yourself with your bio and submission. The picture criteria are as follows:
  - Bio pictures should be square so that they can be adjusted.
  - Send color pictures in .jpg format
  - The dots per inch (dpi) should be at least 150, preferably 300 dpi.
  - If you have a photograph that relates well to the content of your submission, we encourage you to submit that as well for our review. We will let you know if we will plan to use it in the newsletter.