The Journal of the Association of National Park Rangers

RANGER

Stewards for parks, visitors & each other

USNPS
ASSOCIATION of NATIONAL PARK RANGERS

Contributor guidelines

2015-16 final deadlines

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

Winter 2015-16: November 15, 2015
Spring 2016: January 30, 2016
Summer 2016: April 30, 2016
Fall 2016: July 30, 2016

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*!

If you are submitting a feature article — one that tells a story and most likely includes photos — your primary contact is *Ranger* Editorial Adviser Kendell Thompson, kendellthompson@gmail.com; Kendell makes the assignments for these articles and will work directly with you. **Feature articles require advance correspondence about the story angle and deadline, accompanying photos, and other background information. They are 500-1,100 words in length.**

If you are submitting **content for regular columns and departments**, such as The Professional Ranger, All in the Family, ANPR Actions & News, ANPR Reports, Ranger Rendezvous, World Ranger Congress and book review ideas, **your contact is *Ranger* Editor Ann Dee Allen, rangermag.editor@gmail.com**. Correspondence, copy and photos for these sections can be sent at any time, as soon as you have the information; deadlines are also observed. **All in the Family, Actions & News, and Reports items run about 50 to 250 words.** Refer to the most recent issue of the magazine to submit your copy in a similar format. **The Professional Ranger columns and book reviews generally run about 250 to 500 words. Ranger Rendezvous and World Ranger Congress articles run about 500-1,100 words.**

In most cases, current authors for The Professional Ranger, Ranger Rendezvous and World Ranger Congress articles and for book reviews are already identified and we are not seeking submissions. If you have a suggestion or would like more information, please contact ANPR President Erika Jostad, perrincreek@gmail.com.

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:**
   a. **text of the feature article**
   b. **byline and biography of the author**
   c. **photo caption(s)**
   d. **name(s) of the photographer(s) to credit**
   e. **a statement that *Ranger* has permission to print the photo(s) in the stated issue**
   f. **complete name(s) and address(es) of the author(s) for mailing the magazine through the Post Office (and photographer/s if needed)**
   g. **email address and phone number for questions.**

   IMPORTANT: 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 <u>all</u> of your information is ready before emailing it. <u>Plan ahead to meet the deadline.</u>

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 at least a week before your 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 your copy and trim it to fit.**

6. If only minor editing is needed, we will not contact you or send you a new draft of your article. Otherwise, Kendell or Ann will correspond with you about changes to your submission or to clarify any questions. In the case of necessary changes, you will receive a new draft of the article for your 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 changes require your further review, you will receive a new draft.

7. Cover articles and photos are selected by the Editorial Adviser, ANPR President and Editor. We will try to let you know if your photo is selected for the cover.

Ranger photos

1. If your submission includes photos, please **take and save photos at 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 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.

3. Please submit no more than three of the highest-quality, highest-resolution, in-focus, high-contrast photos that tell the story the best.

4. **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.**

5. Use a zip file to **email the article and photos together,** or ask Kendell or Ann to invite you to upload everything to the *Ranger* Dropbox. Then let them know that you have uploaded your article and photos.

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

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

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