ARTline INFORMATION SHEET 2018

Steps for Submitting to ARTline Editor Jonathan Juravich

artline@ohioarted.com

1) Format

Your article MUST include:
YOUR NAME AND TITLE (ex. Alice Tavani, President)
YOUR REGION/DIVISION NAME or OAEA TITLE
ARTICLE TITLE (if appropriate)

- All submissions must be typed as a Word document or Google Doc file.
  - Times New Roman font, size 12
- Save as **YourPositionIssue.doc** (ex. MiddleDivisionFall.doc or SouthwestRDFall.doc)
- Regional Director and Division Chair Articles have a 250 word MAXIMUM

Please keep in mind

• There is an 8 week turnaround from ARTline deadline to OAEA members' mailboxes. Please write articles with this in mind.

• Put names of OAEA members mentioned in your article in **bold**.

• Images must be sent as a .jpg; other formats cannot be used.

• Consider writing small blurbs for the ARTline (100 words or so) that can communicate an event or project.

Edit → DOUBLE CHECK EVERYTHING!

You are responsible for editing the names, times, and dates of your article.

2) Meet the Deadlines

Spring/Summer Issue – **April 1 (expected delivery June 1)**
Fall Issue* – **July 1** *Designated for Conference Information* **(expected delivery Sept. 1)**
Winter Issue – **December 1 (expected delivery February 1)**

3) Send

All ARTline articles MUST be submitted as an attachment via email to artline@ohioarted.com or shared through the OAEA Drive.

See the instructions on the next page if you are sharing your work as a Google Doc.

Submitting Student Artwork

- Work will be used at the Editor's discretion and as space allows. Please use an understandable system for crediting your digital photo attachments. Label each artwork and corresponding picture (in email) with: **STUDENT NAME, GRADE LEVEL, MEDIA, TEACHER, SCHOOL, and REGION.**
- Please submit artwork and photos digitally. All photos and digital artwork must be in a .jpg format and large enough in size and resolution to be enlarged to 8 in x 10 in. (1920 pixels x 2400 pixels minimum)
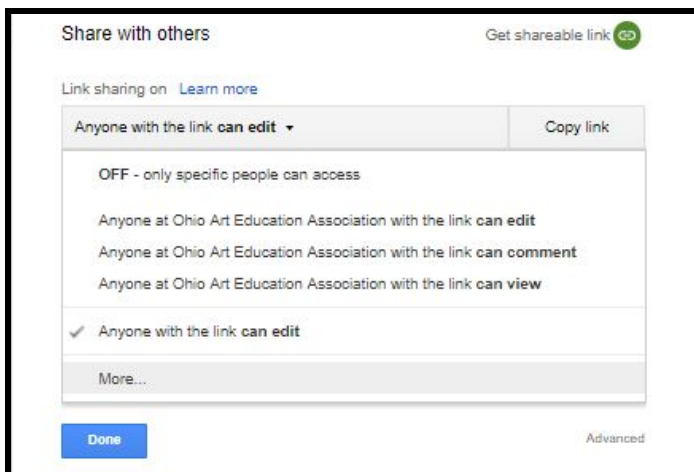
Sharing a Google Doc, Drawing, Slideshow, etc. within OAEA

If you are sharing a Google file it is critical that you open the document permissions so the person who receives your file can access the information.
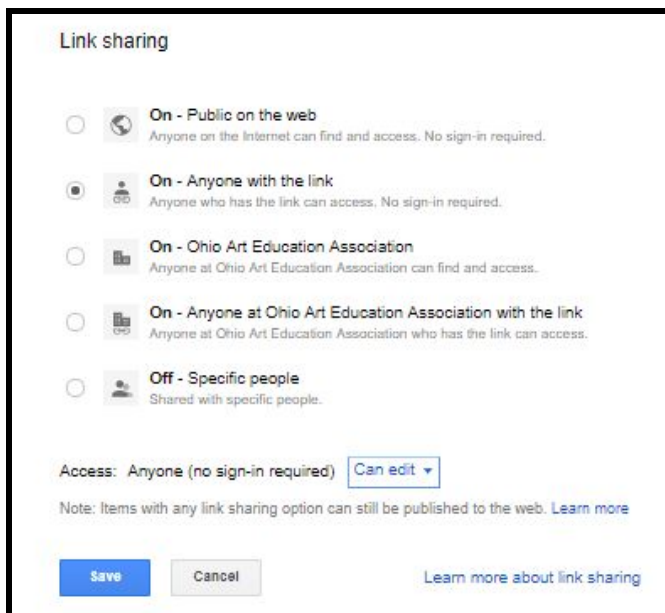**Otherwise, your work will not be able to be used in a timely manner by OAEA. **

1.   Go to Share in the top right corner of your Google doc.
2.   Select "More"

 (You can double-click on the image to the left to see it better.)

3.   Be sure to select "Anyone with the link" and next to "Access:" select "Can Edit".

 (You can double-click on the image to the left to see it better.)

4. Then "SAVE" your permission settings.
Please contact communicationschair@ohioarted.com if you need assistance.