



Article Submissions: Editorial Guidelines

Farm Focus[®] welcomes your submission as an article in our magazine, issued quarterly. Deadlines for article submissions are:

| Issue | Article copy deadline | Publication date |
|-------------|--------------------------|----------------------------|
| Spring 2019 | February 8 th | March 18 th |
| Summer 2019 | May 10 th | June 17 th |
| Fall 2019 | August 16 th | September 16 th |
| Winter 2019 | November 8 th | December 16 th |

Topics: can be of your choice, as it relates to Monterey County Agriculture or local business interests. Specific topics should be disclosed prior to submission.

Copy Length: articles should generally range from 450 – 950 words, including headline. We can accommodate longer articles upon request; if your topic requires in-depth writing, please let us know in advance of the copy deadline. Please use paragraphs to break up text but stay away from subheadings.

Please add website, phone number, and other references at the end of your article if desired, leading readers in specific directions for more information on your article. Please double check all contact information, including URLs, before submitting your article.

Article Format: please submit all articles in Microsoft Word format. Font is not important as we will reformat for our galley proofs.

Photos and graphics: *Farm Focus*[®] has space for some of these to accompany articles but space is limited and will subtract from the word count of your article. Please keep this in mind if you plan to use photos or graphics; if you have specific needs for your article, please let us know in advance of the copy deadline.

Please contact Norm Groot at Monterey County Farm Bureau should you have any questions relating to topic or article content. Our office number is 831/751-3100.

Submit your articles electronically to norm@montereycfb.com prior to the deadline date. Use the subject line of FARM FOCUS ARTICLE when sending your submission.

Farm Focus reserves the right to make minor changes to your article to fit the space allowed, if necessary. Major revisions will be discussed prior to any content changes.

Thank you in advance for your submission to *Farm Focus*[®]!