



Writing Submission Guidelines  
[datelinedowntownhtx@gmail.com](mailto:datelinedowntownhtx@gmail.com)

Dateline: Downtown encourages submissions from both advanced and beginning writers, bloggers and vloggers, photographers and artists. We are a multi-platform Publication that has a focus towards the future. People of all backgrounds, sexual orientations, and gender are encouraged to submit. As the official student-published newspaper for the University of Houston-Downtown we are proud to represent its diversity.

Submissions sent directly to the editor, will be evaluated as submissions offered *gratis*. Dateline's editors may choose to publish them on either our website, in the print edition, or both, making whatever editing changes are necessary. Dateline will not re-solicit a writer's work or present it as a work of the newspaper, or intentionally mis-represent a writer's original intent for the piece.

Nothing slanderous, hateful, or profane will ever be published.

Please familiarize yourself with Dateline: Downtown. We look for original news stories and news analysis pieces with broad appeal. We're especially interested in coverage of the issues that affect the UHD students, and community in general.

### **SOURCES**

Human sources must be named (by first and last name) and contextualized. If a source does not agree to be named in print, their name must be provided to the editor, and the article must provide a compelling explanation for the source's anonymity. Interviews in person are always recommended, as they substantiate the claims of a story. Proper documentation is a must.

### **Citations (see below) must be from reliable sources.**

When citing we require writers to include external links to substantiate assertions. Please submit this supporting material as embedded hyperlinks in your word processing document (i.e. Microsoft Word document). If for some reason you cannot embed the hyperlinks, please list the URL **BOLDED AND IN BRACKETS** immediately following pertinent words intended to be hyperlinked. Use [ ] for brackets, never < >. When creating hyperlinks, set them to open in a new window.

### **ORIGINAL ARTICLE SUBMISSIONS**

Please send your clean final submission to [datelinedowntownhtx@gmail.com](mailto:datelinedowntownhtx@gmail.com) in a .docx or .doc file - include your name, contact information and a brief (one to two-line) biography, with embedded hyperlinks to your website, Twitter account etc., if you would like them included, and a JPEG of a headshot photo if you would like that included.

The subject line of your email should begin with "SUBMISSION:" followed by your last name and the article title.

All submissions are subject to an editorial review process, proofing and possible headline change.

***REMEMBER: Dateline: Downtown is always hiring (writers, photographers, artists) please contact the editor for available positions. Get Paid to WRITE!***

Darci McFerran/Editorial Director

Terrence Turner/Managing Editor

Kara Moore/ Social Media Editor

Writers will be consulted if major editing is required. The review and publication process may take as long as three weeks, or exceptionally, even longer if the topic is not time sensitive. If there is a stale-"by" date or other critical time element to your submission, please indicate that prominently in your submission email.

### **Keep It Short**

For writers not previously published by Dateline, we suggest submissions be limited to between 400 – 800 words, no longer than 1,200 words. Please send final drafts only. Our staff is small and revisions are time-consuming.

### **Format Appropriately**

Place only a single space between sentences.

Place only a single line break between paragraphs.

All dates, times and months must be spelled out, i.e. December 10, 2010, never "last Tuesday," "next week," "tomorrow" etc.

Since time of publication may be significantly later than time of submission, this is essential for the story to remain accurate and usable.

Please spell-check your work.

Please submit all copy in Times New Roman, 14-point font.

Please avoid pasting photos, tables or other visuals directly into Word with text. Instead, mark in the text where photos should be placed (i.e. "Photo 1 and Caption text and photo credit") and attach visuals as separate files, with corresponding file names.

References must appear as embedded hyperlinks. In rare instances, they can appear as manually created (not auto-formatted) footnotes, as described at length above.

See an example of a correctly formatted original submission.

Name

Grade Year/ Major (if declared)

Title of your Work

(Your submission should be submitted as a Word .doc(x) file.)

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