

## SunViews Annual Chartered Club Articles

**Email to:** [sunviews@suncityaz.org](mailto:sunviews@suncityaz.org)

All club articles and accompanying photos must be received by the Communication & Marketing Coordinator no later than 4 p.m. on the 5th of every month. If the 5th falls on a weekend, the deadline is pushed to the following Monday. If an email submission is sent after 4 p.m., it will be considered received after deadline. If your article includes an accompanying photograph that must be dropped off separate from the article, so long as the article is received by the deadline, the photo will be considered on-time. Should an article or photo be received after 4 p.m. on the 5th, we will still try to include it in SunViews, however, publication is not guaranteed.

To ensure as much club information is published each month as possible, the SunViews editor reserves the right to not publish photos and to edit articles for length, clarity, grammar and RCSC style. Articles are placed in SunViews based on when they are received. Therefore, it is recommended clubs make their submissions for SunViews as early as possible. However, due to the high volume of submissions during some months, even submissions received before the deadline may not get published.

### **ARTICLE GUIDELINES**

Club articles may be no longer than 200 words. Lists of upcoming events for the month, such as practice times, rehearsal dates, etc. will not be included in the word count as this information is separated from the article body and placed in a box at the end of the article. However, should the length of such information exceed 50 words, the SunViews editor may edit this information for space concerns.

Each article must include a sentence that says club membership/participation is “open to all RCSC Cardholders.” Emailed articles must be in either Microsoft Word format, plain text format or typed in the body of an email. Use standard Times New Roman font at size 12 for articles if possible. Do not indent or insert space between paragraphs.

If you do not desire your article to be edited, you are advised to stay within the 200-word limit. Articles that exceed 200 words will be edited to fit the guidelines. Articles that are 200 words or less generally will not require editing, although the SunViews editor reserves the right to edit all articles regardless of length.

### **PHOTO GUIDELINES**

Photos included in the body of an email or the body of an article are not acceptable for photo submissions. Any photos included in the bodies of an email or article will not be considered for publication. Photo submissions must either be included as an email attachment in jpeg/jpg format or dropped off to the Communication & Marketing Coordinator to be scanned.

Although every effort will be made to publish each photo submitted with articles, the SunViews editor makes no guarantee photos will be published. To ensure that as many club submissions are published as possible, the SunViews editor reserves the right to not publish photos with certain articles to free up space.

### Helpful Writing Tips

#### Times of Day

- It is redundant to say 12 noon or 12 midnight. Instead, simply use noon or midnight to differentiate between the middle of the day or middle of the night. Never capitalize noon or midnight.
- Also, the time format used in SunViews is “9am or 4pm” with no space between the time and the “am” or “pm.” When signifying a time range, it is preferred to write “9 to 11am” or “7 to 10pm” or “11am to 3pm.” When the time range is all in the morning or afternoon, only one “am” or “pm” is needed. If a date and time are used in a sentence, it is redundant to say “Our club meets Tuesday morning at 9am” as the time 9am signifies that the meeting is in the morning. If a time is not included, it is acceptable to say “Our club meets Tuesday morning.”

#### Dates/Events

- The SunViews date format is: “Monday, January 26.” Do not abbreviate the names of the months or use ordinal numbers (1st, 2nd, 3rd) when referring to dates. Also, if the date is within the current calendar year, the year is not needed. When listing an event format is: time, date, place. Example: “The event is at 5pm Monday, January 26 at Sundial Auditorium.”

#### Quotation Marks/Apostrophes

- Creative works (books, plays, songs, albums, poems, movies, etc.) are always in quotes. Example: “The Great Gatsby.” Newspapers, periodicals, magazines, etc. are never in quotes.
- Punctuation marks always go inside quote marks. Example: We read “The Great Gatsby,” by F. Scott Fitzgerald, at our book club. / I loved Hemingway’s “A Farewell to Arms.”
- An apostrophe signifies ownership. Do not use them when making a noun plural. Correct use: “The dog’s collar was loose.” Wrong use: “I bought the dog’s a new collar.” The apostrophe goes after the “S” when signifying plural possessives. Example: “The dogs’ collars were loose.”

#### Money/Numbers

- SunViews format for whole dollar amounts: \$5 not \$5.00. Never use the word “dollar” as the \$ signifies it is U.S. dollars. For amounts less than \$1, use numerals and the word cents. Example: Tickets cost 50 cents. With numbers less than 10 spell out: one, two, three, four, five, six, seven, eight, nine. Numbers higher than 10 use the numeral: 10, 11, 12, 13, 14, etc. But ages always use the numeral.

#### Miscellaneous

- Put only one space between sentences in articles.
- Phone numbers are formatted as follows: 623-561-4600.
- Be careful with use of the word “the.” Wrong use: “Our club meets at the Lakeview Center.” Correct: “We are meeting in the Lakeview Board Room.” Wrong: “I love being a Member of the RCSC.” Correct: “I love being a Member of RCSC.”
- Do not shorten “through” to “thru.” Thru is not a word.
- Capitalize only proper nouns
- Do not submit any information in ALL CAPITAL LETTERS