

## Going Dutch Submission Guidelines

Thank you for considering submission to *Going Dutch* magazine. Kudos for conscientiously investigating the requirements! Your attention to these few, small details will help to reduce the time and effort needed to prepare your document for production and printing.

Please contact us with any questions or comments at [goingdutcheditor@gmail.com](mailto:goingdutcheditor@gmail.com).

- ❖ Must be a Word document and have the file extension .doc
- ❖ Font is New Times Roman 10 pt.
- ❖ Single space line formatting
- ❖ No indents for new paragraphs
- ❖ No extraordinary bold or caps lettering. We do that all through our publishing software.
- ❖ No additional graphics, lines, bullets, or colors
- ❖ Remove hyperlinks to web and email addresses
- ❖ 750 words for feature columns
- ❖ 400 words for mini-articles
- ❖ Include article title and name at top of document
- ❖ For events, detail should appear in this order at the end of the document: day, date (no year), time, location, address (if other than AWC Clubhouse), cost with euro sign (cost for nonmembers), minimum / maximum number of participants, contact name, contact phone, contact email.