

# Preservation Matters Magazine

## Article Submission Guidelines

Preservation Matters is an annual publication that supports historic preservation in Charles County. The magazine is published in the late fall/early winter. If you are interested in writing an article for the Preservation Matters Magazine, please adhere to the guidelines below. If there are any questions about these guidelines, please contact Beth Groth at 301-645-0684 or [GrothB@CharlesCountyMD.gov](mailto:GrothB@CharlesCountyMD.gov).

### Preservation Matters Magazine Article Ideas

Articles for the Preservation Matters Magazine may be written on a variety of topics (including people, places, events, etc.) pertaining to Charles County's history. Preference will be given to articles that showcase documentation and preservation of historic structures and archaeological sites. Prior to submitting an article for publishing, your article idea must be submitted for review and consideration by **March 1** each year. Please send an email to Beth Groth at [GrothB@CharlesCountyMD.gov](mailto:GrothB@CharlesCountyMD.gov) with the following information:

- ✚ A brief description of your idea for an article.
- ✚ The number of words you anticipate the article to be.

A decision should be made within approximately one week of the March 1 deadline after all article ideas have been received for consideration.

### Deadline for Electronic Article Submissions

After you have received notice that your article idea has been accepted for inclusion in the next issue of the Preservation Matters Magazine, your electronic article submissions will be due by **May 1**. All articles must adhere to the following guidelines:

#### Article Length

Feature articles are approximately 2,000-2,500 words, and typically consist of a four-page spread that includes a two-page image spread.

Regular articles are approximately 500-1,000 words and consist of a two-page spread that includes images within the article.

#### Format

Articles must be submitted in Microsoft Word and are subject to editing. A proof of the Preservation Matters Magazine will be sent to all authors for final review before publishing.

#### Audience

The Preservation Matters Magazine is provided as a public service to the citizens of Charles County and beyond. Therefore, articles should be written for a general audience, and not be technical in nature.

#### Graphics

Graphics (photographs, maps, illustrations, diagrams, etc.) must accompany all articles for publishing. File formats and graphic resolutions must meet certain requirements in order to use.

Type of Graphic	Acceptable File Format	Required Resolution
Photograph	JPG	250-300 dpi
Map, Diagram, Illustrations/Sketch	JPG or EPS	300 dpi

**Please note:**

- ✚ Photographs taken with a phone are typically not high resolution and may not be accepted.
- ✚ Images embedded in a document will not be accepted.
- ✚ A photo saved as a PNG format will not be accepted.
- ✚ Resolution cannot be increased in a small-scale image.

All graphics must be clearly labeled and include an accompanying caption. A list of graphics should be catalogued in a separate document from the article.

**Example: Graphics Catalog for Article on Recovering Lost Landscapes at Rich Hill**

<b>List of Graphics by Title</b>	<b>Captions</b>
1) RH1 - Rich Hill Landscape Image	1) RH1 - Funding for the project was supported by the Maryland Certified Local Government program, which is administered by the Maryland Historical Trust
2) RH2- Map of Buildings and Landscape Features at Rich Hill	2) RH2 - Former buildings and landscape features uncovered as part of the investigation will guide future restoration efforts and ensure important resources are protected.

**Electronic Submission**

All articles and accompanying image files should be submitted electronically to Beth Groth at [GrothB@CharlesCountyMD.gov](mailto:GrothB@CharlesCountyMD.gov). If files are too large to email, please contact Beth Groth to discuss.

While emailed submissions are preferred, articles and images may also be saved on a CD or USB flash drive and mailed to:

Charles County Government  
Department of Planning and Growth Management  
ATTN: Beth Groth, Planning Division  
200 Baltimore St.  
La Plata, MD 20646