

*edible*PORTLAND

Celebrating the Abundance of Local Foods, Season by Season

2010 Submission Guidelines

Technical and copyediting specifications

Please be sure to conform to the following specs when submitting your *Edible Portland* copy:

Margins:	1" on every side
Justification:	Flush left, ragged right (do not justify)
Font:	Times New Roman (12 point)
Sentences:	1 space between sentences (not 2 spaces after periods)
Spacing:	Single
Paragraph indentation:	None
Paragraph spacing:	One line
Format:	Microsoft Word or equivalent attachment

Format

Please number the pages of your document. At the top of the first page, include an information block in the following format, even if you have written for us before, that includes:

Your Name
Your Address
City, State, Zip
Phone numbers
Email address
Actual word count/Assigned word count

Include a suggested story title and sub head. We reserve the right to change the title and sub, but we're interested in hearing from you about how to position the submission.

Your article must also conclude with a brief credit line, e.g: *Jane Doe is a Portland-based freelance writer, or John Stein is the pastry chef at Restaurant. His website is www.whatachef.com.*

When submitting recipes

Use numerals. Spell out fractions thusly: 1/4, 1/2, etc.

Tablespoon = **Tbsp** (cap the T)
Teaspoon = **tsp** (lower-case)
Cup = **cup** (not c.)
400 degrees (not "400 degrees F")

Submission

Please submit your story, photos, sidebars and recipes to Managing Editor Laura Ford, lford@ecotrust.org.

Our process

Upon receipt of your first draft we work with you to make sure the copy flows, the facts are accurate, the story is interesting, etc. When we have significant questions or substantive editorial suggestions, we work directly with you. When our edits are grammatical in nature or necessary to shorten the piece, we reserve the right to make changes without your involvement. Often last minute changes are required and made without the writer's consent due to space constraints, layout issues and deadlines.

Payment

Before payment can be made, first-time *Edible Portland* writers must sign and return a standard Ecotrust contract. This is a different document than the writer's assignment document that you signed. You need only submit the Ecotrust contract once per calendar year. We'll keep it on file. Writers with contracts on file can send invoices along with their final submission. Ecotrust pays invoices within 30 days of receipt.

To receive a standard Ecotrust contract, email Laura Ford at lford@ecotrust.org.

Submit your invoice, along with contract, to:

Laura Ford
Edible Portland, Ecotrust
721 NW Ninth Avenue, Suite 200
Portland, OR 97209
lford@ecotrust.org

To obtain a copy

We're pleased to offer complimentary *Edible Portland* subscriptions to the magazine's writers.

To be added to the mailing list, send an email to Laura Ford (lford@ecotrust.org) with the subject line "I'm an *Edible Portland* writer, please add me to the mailing list." Include your mailing address in the body of the message.