

# Request to Print News

## *The Jones County News*

Please use this form when submitting your news to *The Jones County News*. This process will help ensure that we have all we need to get your news published efficiently.

**It's important that all pictures be identified with a caption.** If there are ten or less people in a picture, each should be identified back row to front, left to right. You may identify more people in a picture, but it's especially important when there are only a few people pictured.

Either fill in this form in Word and email it to us along with your pictures, or just be sure each of these fields is included in your emailed article.

*If your news is only a picture with a short caption, leave the story blank and fill out the photo caption section.*

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### Story:

**SUBMITTED BY:** Your name and how to contact you (email or phone).

**HEADLINE:** Type headline here.

**STORY:** Type story here.

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**Photos:** (Leave this section blank if there are no photos).

Rename photos (right click, then choose rename, be sure not to delete .jpg extension) as something that will connect it to your story. For example, "Kiwanis Club 1.jpg". For multiple photos, add numbers to the end so we can match them with your captions (fill out below).

**DO NOT RESIZE PHOTOS.** Other than renaming, do not modify the photos you download from your digital camera. *Photos below 600x400 resolution (well below what most cameras are capable of) cannot be published.*

**Caption for photo 1:** Type caption here, identifying who is in the picture and what they are doing. Remember, list names back row to front, left to right.

**Caption for photo 2:** Type caption here.

**Caption for photo 3:** Type caption here.

**Caption for photo 4:** Type caption here.

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### Submission:

Attach this file (or your own Word file with all the components listed above) to your email, along with any pictures. Remember to rename pictures so they are easy to connect to your story.

Email your story and/or pictures to [articles@jcnews.com](mailto:articles@jcnews.com)