# *Local Table* Editorial Guidelines

Thank you for your interest in contributing to *Local Table*, the guide to food and farms in Middle Tennessee. Here are some guidelines that will assist you in pitching ideas and making submissions whether you are new to our publication or have written for us before.

General

As with any publication, it is important that you are familiar with the look and tone of the magazine. Variety is the spice of life. We appreciate your original and unique perspective and style, but it is a good idea to have a sense of the mission and intent of *Local Table*. If you need a sample copy, or would like more information regarding the style and focus of *Local Table*, please contact the editor (see below). We encourage you to visit our website, www.localtable.net, to learn more.

- Please submit all articles, announcements, updates, and events to the editor by the deadline to ensure inclusion. For information about the editorial calendar and deadlines, contact the editor (see below).

- Send your submission in the final form that you would like it to appear, unless you are working on a draft process with the editor. While it may be necessary for *Local Table* to make edits or changes, we request that you review your material carefully for facts, grammar, and punctuation, and be responsible for providing complete and accurate information.

- Use and cite original sources as much as possible for content, research, background, quotes, and references.

- Writing must be original. If you are quoting from a source, please use appropriate conventions.

- **Event and calendar listings** should provide the following information **in this order**
    - Name of Event, Date, Time, Cost, Location
    - Short description (75 words or less)
    - Registration and contact information

Copy Prep

Please submit all articles in the following format:

- Times New Roman; 12 point font size
- Margins one inch margins left, right, top, bottom
- Single space.
- Paragraphs separated by one space—please do not indent.

Do not format your copy (ie, no centering, bolding of titles, tab settings, etc.). It is OK to use italics and bold type in your copy if necessary or relevant to the point of the article.

<u>Payment</u>

Writers' fees are established at the time of acceptance of an article or assignment and are paid upon publication through the submission of an invoice to the editor.

<u>Credit</u>

List your name as you would like it to appear under the title of your piece. Please include a short bio (1-3 sentences) with contact information with each submission.

<u>Types of Submissions</u>

*Local Table* currently includes the following types of articles and columns:

**News Briefs**
News, updates, events, and destinations of note related to the Middle Tennessee food and farming scene.

Word Count 300-450
Fee $50

**Local Hero** (series—each issue)
Medium-length feature story including interview material. Highlights the achievements and/or inspiration of an outstanding individual in the Middle Tennessee local food and farming community.

Word Count 750 to 800
Fee: $125

**Grower Profile** (series—each issue)
Short feature-style story highlighting the operation of a local farmer/producer in the Middle Tennessee area, with preference to growers using organic/sustainable farming methods.

Word Count 500
Fee: $100

**Feature** (1 – 2 per issue)
Features are lead articles that cover a wide variety of topics that range from seasonal and holiday topics to educational and human interest pieces that are of interest to farmers and artisanal producers, consumers, chefs, and local food and health advocates.

Word count: 1,000 to 1,250

Fee: $150

**On the Table** (column)
Highlighting an area restaurant or artisanal food/beverage producer

Word count: 750 to 1,000
Fee: $150

**The Healthy Table** (column)
Currently provided by Vanderbilt student for each issue

**In the Pantry**
Reviews of books, films, and music

Word Count: 50 to 100
In-house

**Farm Face**
Short feature on one of the farms listed in the directory

Word count: 300 to 350
In-house

- **Photos, art, and interesting sidebars and short pieces are welcome and important** as part of articles and as stand-alones, as appropriate. Please discuss these items in advance of submission.

  o Photos must be accompanied by a written description of what is being shown. Please provide names, affiliations, and other items of interest about any people in your photos, as well as accurate photo credits.
  o Sidebars and short pieces can include related facts, stories, quotes, items of interest, quizzes, suggestions for further reading and research, etc., that can appear with your article. Humor is always appreciated.

- **Photos** and other graphic materials can be sent vie e-mail. (See editor's contact info below.) Several formats, including jpg and pdf, can be used, with minimum resolution of 300 dpi (for print publication). Please call or write regarding the use of other formats.

Contact Information

To submit articles, ideas, or queries, to discuss fees, or if you would like more information please contact:
Lisa Shively
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