

KI-NOTES SCHEDULE 2015

KI-NOTES TIMELINE

DUE DATES FOR ARTICLES	EDITIONS
March 1, 2015	March-April 2015 Edition
May 1, 2015	May-June 2015 Edition
June 1, 2015	Special Convention Edition
July 1, 2015	July-August 2015 Edition
September 1, 2015	September-October 2015 Edition

Ki-Notes Guidelines:

We prefer pictures and articles to be sent via email.

Pictures should **not** be embedded in articles or any other document formats. Pictures should be sent as an attachment with your article. Please send pictures in JPG or TIFF format with a resolution (dpi) of no less than 175 -200. All pictures may be sent in color.

Articles should be sent in Word or simply written in the body of the email message block. Accompanying all articles and photos should be:

The name of the Club
A contact person
Contact person's phone number and/or email address

We publish all information received as long as it pertains to Kiwanis. If we receive pictures and articles of the same event from more than one person, we ask that they be sent to us at the same time in order for us not to duplicate the information in a later issue of Ki-Notes.

Many clubs send more photos than can be published in a single issue. Please be sure to check out our photo gallery as all photos sent in, whether published or not, or placed in the photo gallery for all to see.

The email address to send all articles and pictures is: txokkinotes@gmail.com
You may copy and paste this address in your email contacts so it is handy when you are ready to submit a story.

Those who do not have the capability to transmit via email may still use USPS. The mailing address is:

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