

Updated August 2016

## CEB-US EDITORIAL POLICY AND DEADLINES

The Club de l'Épagnéul Breton of the United States welcomes articles for potential publication in the Club's semi-annual magazine known as *L'Épagnéul Breton* and the Club's official web site found at [www.ceb-us.org](http://www.ceb-us.org).

In an effort to provide accurate information to our members and readers in a timely manner, the CEB Editorial Committee has established the following guidelines for submitting material for publication in the CEB-US magazine and web site.

- It is preferred that written material be in Word format. If not possible, hard copies may be considered. All written material will be subject to editing and proofreading to insure that grammar, spelling and style is accurate and consistent. Material may also be edited to meet space requirements, but editors will not intentionally make substantial changes to the content or main idea.
- Photos and articles submitted in hard copy will be retained unless a postage-paid return envelope is provided by the contributor.
- Please realize that written work or photos will be used in conjunction with the editorial content and space requirements of the magazine or web site. Final decisions on use and placement will rest with the editors and Editorial Committee.

### Copyright policy:

Once approved for publication by the Magazine Editor, Webmaster, and/or the Editorial Committee, articles become the property of CEB-US and are copyrighted by the Association. *However, at an author's request, CEB-US will liberally and gladly grant permission for such articles to be reprinted in other suitable publications or to be used for educational or other appropriate purposes.*

### Magazine submissions:

Deadlines for material submitted for magazine publication are April 1st for the First Semester issue and October 1st for the Second Semester issue. Please submit to: [CEB-US Publications](#).

**Articles** - Once an article is edited, an effort will be made to send the edited version to the author for corrections or additional suggestions. If no objections or additional suggestions are received within 48 hours, then the author's approval shall be assumed.

Once approved for publication by the magazine editor and Editorial Committee, articles become the property of CEB-US and are copyrighted by the Association. (See Copyright Policy above.)

**Photos** - Photos for the magazine must be high-resolution, jpeg files (at least 1MB), and should be submitted within the timelines mentioned above for the magazine. Images may be cropped for space requirements or edited to enhance quality.

### Web site submissions:

Material may be submitted at any time. Photos taken at events are appreciated as soon as possible following the event. Please submit to: [Webmaster](#)

Updated August 2016

**Material** - Brief announcements for the web site may be submitted within an email message. News items, premiums, or articles should be submitted in final format as a Word or PDF document. Please check for accuracy, spelling, and grammar. If using copyrighted material, obtain written permission and credit authors and photographers.

**Photos** - Photos for the web site can be lower resolution (under 1MB) jpeg, jpg or gif files. Photos may be cropped or edited before placement on gallery pages or throughout the web site. Please limit gallery photos to one or two images per dog and include the date and a caption description, i.e., dog's name, owner's name, event, etc.