

Guidelines For Posting To The Bulletin Board And Website

The bulletin board "items" are links to detailed information to be found within clumbers.org or on other web sites such as AKC or other breed sites. This implies that the information has been written and is posted somewhere. The Bulletin Board is merely calling attention to that information and providing a link to it.

Submissions should be short, concise and focused. Send your submission to websiteadministrator@clumbers.org

Test all links prior to including them in the article. It is best to copy/paste the link from your web browser so you know for sure you have the correct address.

If your article includes a photograph be sure to change the name of the file to a name that fits the subject of the photo. A file name such as ClumberNationalBOS2014.jpg tells the editor what the photo is about. A file name such as dncz889234.jpg is likely to be lost in the shuffle.

When naming your submission file it is best to use the underscore character to leave space between words. Do not leave a blank space. Use this_is_a_good_name.doc or use Caps like ThisIsMyFile.doc.

We will copy edit your submission but please make every effort to have it as complete as possible before sending it in. It is also a good habit to have someone proofread before sending and to double check dates, times and addresses to be certain they are correct.

Remember, people from around the world will read your article. Try to avoid abbreviations and colloquial phrases.

All submissions are due to the website administrator (websiteadministrator@clumbers.org) by the third Monday of the month. Submissions will be approved by the Board at the regular end-of-the-month Board meeting. They will then be posted, assuming that no additional clarification is needed, by mid-week of the last week of the month.

Thanks to everyone in advance for following these guidelines.