

# SINGAPORE AMERICAN

*Thank you for your interest in the Singapore American! The SAN is a community newspaper which would not be possible without its contributors. Your support, creativity and time are all greatly valued and appreciated.*

## Writer's Guidelines

The objective of the *Singapore American* newspaper (SAN) is to publish news, information and articles that are relevant, current and **interesting** to our expat readers. Submissions can be on a variety of subjects and topics including:

- Travel
- Interesting Americans or expatriates living in Singapore
- Reviews of events, restaurants, books, etc.
- Tips and/or advice on living in Singapore
- Charity involvement
- Sports
- Personal experiences as an expatriate living in Singapore

### Prior to submission of each article please make sure:

1. The article is relevant and engaging.
2. It is acceptable for all audiences. SAN does not endorse religious, political or explicit articles.
3. No income or gifts were received for writing the article.
4. It is written so that 'everyone' can understand it - i.e. not too technical or full of jargon.
5. **It has been edited! Please make use of spell checkers and ensure correct grammar!**
6. **Information is referenced where necessary.**
7. **To keep word processing to a minimum** – 1 typeface, only black type, only left-justified, etc.
8. The writing is concise and to the point. FYI -
  - ¼ page is about 300 words
  - ½ page is approximately 600 words
  - full page is about 1,000 words

### Photography / Artwork

Please, whenever possible, include photos or artwork with your story.

- **Images should be a minimum of 300 dpi** (usually no less than 1MB in size)
- Images should be formatted as .jpg, .tiff, .pdf, or .psd.
- If soft copy format of an image is unavailable, submit a hard copy along with your article.
- **Captions with full names of people and places should be provided – in the document** - as well as the photographer or source, if it is not you.

*Please be aware that submitting an article does not guarantee it will be included in the SAN. Not following any of the above guidelines, or an article that needs a total rewrite, may result in your piece not being used. The Editor has the final say on what is printed each month.*

**Article submission deadline is the 1<sup>st</sup> of the month before the issue month.**

For example, January 1 is the deadline for the February issue.