

Submission Guidelines for *The Vulcan Runner* and other BTC Media ***Revised May 11, 2015***

The Vulcan Runner is the monthly newsletter for the Birmingham Track Club. It is published in digital format and distributed via email to BTC members on the first of every month. The purpose of *The Vulcan Runner* is to educate about the benefits of running and maintaining a healthy lifestyle, as well as to inform members of the Birmingham Track Club about running and similar opportunities in the Birmingham area and beyond.

Submission of written material: *The Vulcan Runner* publishes short features on specific topics, how-to guides, practical advice on running-related topics, and compelling first-person stories. Written submissions should adhere to generally accepted style and grammar guidelines; however, the editorial staff is more than happy to help you if writing is not your forte!

The BTC retains the right to reject any submission if deemed inappropriate or not in keeping with the mission of the BTC, at its sole discretion. Every effort will be made to preserve the integrity of the original submission, but all submissions may be edited for length, clarity and conformance with selected style guidelines. Although it may be necessary to return a submission to an author for revision or additions, the BTC is not required to do so, nor is it required to submit a final draft for the author's approval. Submission of written material for publication constitutes the author's acceptance of these terms.

All submissions must adhere to the deadlines set by the BTC to be considered for publication. Late submissions may be moved to a later issue, if still relevant.

Feature length articles should be between 750 and 1,500 words (roughly 1 ½ to 3 pages of single-spaced Times New Roman type).

Submit articles in Word format whenever possible.

Include photographs (or elevation charts, maps, etc.) to illustrate your article whenever possible (see photography submission guidelines below).

When relying on an outside source, please include the full citation information.

We can include a list of additional resources or information in a "sidebar" to an article – please provide this information with your original submission.

Please refrain from blatantly endorsing any businesses or paid services in your written submissions. Paid advertisements are available at a very reasonable cost for any business or individual wishing to advertise services to our readers. Please contact a member of *The Vulcan Runner* editorial staff if you should learn of a potential advertising lead.

Submission of any written content constitutes the writer's representation that he or she has

permission to submit the article for publication and grants the BTC a non-exclusive license to print the article in *The Vulcan Runner*, on the BTC website or via social media.

Submission of photographs: *The Vulcan Runner* loves photographs! Please submit clear images in the highest resolution possible to ensure a quality image for publication.

We cannot publish professional photographs without a release or authorization from the photographer to reprint the photograph (most professional race photographs grant the purchaser a license to use the photograph). *The Vulcan Runner* will credit all professional photographs with the photographer's name or affiliation. *The Vulcan Runner* staff can assist you in obtaining a release or authorization if you request assistance before the deadline for the issue in which you would like the photograph to be published.

Whenever possible, please identify all individuals in photographs submitted for publication, as well as the location and date of the photograph (for example, BTC members Sally Smith and Greg Jones at the Mercedes Marathon, February 22, 2015). Please ensure all individuals agree to the publication of the photograph by the BTC.

Submission of a photograph does not guarantee it will be published. The BTC may decline to publish a photograph for any reason, including image quality/resolution, unsuitable material, etc.

If photographs of children are to be used, you must submit a signed photo release or written confirmation of a parent's permission to use the photograph. *The Vulcan Runner* staff can assist you in obtaining a release if you request assistance before the deadline for the issue in which you would like the photograph to be published. Ordinarily, children are identified by first name only.

Submission of any photograph constitutes permission to publish it, whether in *The Vulcan Runner*, on the BTC website or via social media, or for any other purpose deemed appropriate by the BTC. Unless prior arrangements are made by the BTC, no compensation shall be paid for any photographs used by the BTC, even if the photographs are used by the BTC for fundraising or other commercial efforts.