



A HELP SHEET FOR WRITING YOUR ARTICLES

Don't worry about the "gramma" or "speeling", I check and adjust whatever needs to be done. All I want is for you to write in!

I NEED A STORY - NOT JUST A LIST OF PLAYERS NAMES
OR ESPECIALLY A PHOTO WITHOUT A STORY.

**I DID NOT DO THAT WELL IN ENGLISH AT SCHOOL, SO IF YOU
DON'T FEEL CONFIDENT ABOUT WRITING AN ARTICLE YOU CAN
ALWAYS CALL ME FOR A CHAT.**

REMEMBER THE FOUR W's - who, what, where and when.

- a) When and Where did the event take place? (I don't print the date but I like to know).
 - c) Who were the winners and runners up? With Christian and Surnames PLEASE!
 - d) Plan in advance if you can and send the final & semi-final and Quarter Final scorecards OR a copy of them, OR the score on each end will do. e.g. 0-1, 2-0 1-0 and so on.
- REMEMBER - I cannot print just a load of winners and runners-up names etc.
without a story to go with them and the same with photos no story no print.**
- e) How was the event organised i.e. round robin groups of what size and then knockouts or straight KO from the beginning etc. etc.

PHOTOGRAPHS

- a) Scanned and then printed photos can lose a lot of quality in the printing process so please email any photos OR borrow the originals and I will return them. Emails from digital cameras etc. are fine. **DO NOT RE-SIZE OR PLAY ABOUT WITH THE PHOTOS!!!!!!**

DO NOT embed the photos into any documents as they often do not extract very well. Story and photos sent separately please.

- b) I try to publish photos as they give life to an article but flash photography isn't easy. Some photos I get are far too dark or seem to have been taken through the wrong end of a telescope!

Compact cameras do not have a powerful flash and beyond about 10 feet (or less), they can be useless, so get in close for head & shoulders (waist up) photo. Some think they don't need a flash with a digital camera but this is definitely not always true.

- c) **LOOK AT THE BACKGROUND** - Please don't have any exit signs or other items growing out of people's heads! **DO NOT USE A WINDOW AS A BACKGROUND** - light from a window should be falling onto someone's face and not from behind them. Winners AND runners-up please and remember to tell me exactly who's who in the photo.

Don't be afraid to ask the players to move for a photo - most of us are ready to pose, especially if we've done well! Ask everyone to smile AND LOOK DIRECTLY AT YOUR CAMERA ONLY.

YOUR STORY - Email is best as I can scan it directly into a computer. Typed is certainly OK. Your handwriting may be legible to you but not necessarily to me so if handwritten - BLOCK CAPITALS please. If you are sending in a typed document by mail or email, please DO NOT do it all in block capitals. Upper and lower case as normal please.

WORD OR MICROSOFT PUBLISHER DOCUMENTS Etc. - or Just plain text.

Photos should NOT be embedded in your article. You can email your item as an EARLIER word document .doc NOT .docx . My preferred format for photos is .jpg or a .tiff but your standard digital Camera format is also fine. What I reproduce in the magazine is only as good as I get.

**THERE'S NOTHING DIFFICULT ABOUT THE ABOVE.
YOU CAN CONTACT ME FOR A CHAT ON 0121 - 286 - 9449**