



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**