

Matador News

Procedures for Submitting Articles

To qualify for submission the article must:

1. Submission must be provided via email. Submission can either be in a separate, attached Word or text edit document or set forth in the body of the email. Email submission to MatadorNews@mhspc.org. The Subject line must read "Submittal for Matador News - mm/dd/yy" for the Friday publication date.
2. Describe the reason the article is being submitted (suggested length 20-100 words).
3. Not be a press release, flyer, or brochure used for advertisement, or be mostly self-promotion or hype for the submitter or others.
4. Have proper English, spelling, grammar, punctuation, capitalization and sentence structure. Recognizing that there is variation as to what is considered "proper English," the article must at least be internally consistent. It must also be proofread.
5. Author Name required.
6. Website Links/URLs: Make sure links work.

Review, Acceptance, or Rejection for Matador News

1. **Submittal Deadline:** Wednesday noon - week prior to publication.
2. All submittals should be checked for accuracy.
3. All submittals are subject to editing for space, clarity, and conformity with editorial guidelines.
4. PC Editor emails Draft to Adam Clark (Principal), Patty Calder, PC President & VP of Communication for review and approval by Thursday evening. Review and Feedback to be completed by Friday morning.
5. PC Editor makes appropriate changes. Newsletter to be distributed via email Friday PM.

Contacts:

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