

## **BULLETIN SUBMISSION GUIDELINES**

**All submissions must be received between the 5<sup>th</sup> of the preceding month and should be sent via e-mail to [bulletinorgblu@hotmail.com](mailto:bulletinorgblu@hotmail.com).**

When submitting articles/ads, please use the following guidelines:

- Documents should be submitted as computer files, produced in Microsoft Word, PDF, via e-mail. Note: Optimized PDF submissions will reprint in the best quality and are preferred. Corrections cannot be made to PDF files and H&SA takes no responsibility for errors made within.
- Clip art, logos or “camera-ready artwork” will be accepted if it is a clean, high-resolution file, and should be in black and white.
- Instructions for the size and/or special placement should be given when the article/ad is submitted. *The Bulletin* committee will try to honor these requests based on space and availability.
- Submissions must include a contact name, address, telephone number, e-mail address and billing information if different.
- Handwritten documents or faxes are not accepted.

For questions, e-mail [bulletinorgblu@hotmail.com](mailto:bulletinorgblu@hotmail.com) or contact Pearl Ferdico at (973) 794-4482.

### **Billing Questions and Ad Submissions**

Payment is due upon receipt of an electronic invoice generated by the H&SA. Payments will also be accepted at time of submittal if preferred. Please note on your check the size of the ad and the month(s) it was printed. A reservation for the back cover or inside back cover is on a first come, first served basis and may be made in advance by e-mail to [bulletinorgblu@hotmail.com](mailto:bulletinorgblu@hotmail.com). Please make payment payable to: The Home & School Association, c/o Jane Cook, 40 West Shore Road, Mountain Lakes, NJ 07046, (973) 334-0197, [cookjane@gmail.com](mailto:cookjane@gmail.com)

***Articles in direct conflict with H&SA interests will not be accepted. Neither the H&SA, the Board of Education nor the Borough of Mountain Lakes necessarily endorses materials submitted to The Bulletin. The Bulletin Committee is not responsible for errors in submitted text, and reserves the right to edit articles for grammar, spelling or space considerations.***

### **Non-Profit Articles/Ads**

Articles/ads will be accepted only if they pertain to:

- School and school-related activities in Mountain Lakes or Boonton Township.
- Mountain Lakes Borough agencies and Mountain Lakes organizations with a non-profit status.
- Articles/ads from non-profit organizations outside of Mountain Lakes, but within Morris County, will be accepted and printed if space permits.

Quarter page: 2.187” x 3.625” high	<b>\$20</b>
Half page: 4.5” x 3.625” high	<b>\$35</b>
Full page: 4.5” x 7.375” high	<b>\$65</b>
Inside back cover: (first request basis)	<b>\$65</b>
Back cover: (first request basis)	<b>\$70</b>

### **For-Profit Children’s Programs**

We will accept ads from local individuals and organizations which deal directly with children’s programs in Mountain Lakes (camps, classes, tutors, etc.). Ads from organizations outside of Mountain Lakes, but within Morris County, will be accepted and printed only if space permits.

Quarter page: 2.187” x 3.625” high	<b>\$20</b>
Half page: 4.5”x 3.625” high	<b>\$35</b>
Full page: 4.5” x 7.375” high	<b>\$65</b>

### **Business Ads**

We accept a limited number of ads from businesses that meet the following criteria:

- Business owner resides in Mountain Lakes, Boonton or Boonton Twp., or Business address is in Mountain Lakes, Boonton or Boonton Twp.
- Ads from businesses outside of Mountain Lakes, but within Morris County, will be accepted and printed if space permits.
- We will not accept any classified ads.
- Ads will be accepted on a first come, first served basis.

Quarter page: 2.187” x 3.625” high	<b>\$55</b>
------------------------------------	-------------

*The H&SA reserves the right to refuse any ad.*

These submission guidelines may also be viewed at the Mountain Lakes website, [mtnlakes.org/HSA/HSbull.htm](http://mtnlakes.org/HSA/HSbull.htm) or the Home & School Association website at [mtnlakeshsa.org](http://mtnlakeshsa.org)