

## **BULLETIN SUBMISSION GUIDELINES**

All submissions must be received between the 1<sup>st</sup> and 10<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 in PC format, produced in Microsoft Word, PDF, via e-mail or disc. 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 responsibilities for errors made within.
- Clip art, logos or camera-ready artwork will be accepted if it is a clean, clear copy, 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 and telephone number.
- Handwritten documents or faxes are not accepted.

For questions, e-mail [Bulletinorgblu@hotmail.com](mailto:Bulletinorgblu@hotmail.com) or contact Beth Grebe at (973) 334-9969.

For complete submission guidelines, visit the Mountain Lakes Web site:  
[www.mtnlakes.org/HSA/HSbull.htm](http://www.mtnlakes.org/HSA/HSbull.htm)

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

Payment is due upon submission of articles or reservation requests. A reservation for the back cover or inside back cover may be made in advance by e-mail to

[Bulletinorgblu@hotmail.com](mailto:Bulletinorgblu@hotmail.com), first come, first served. Please make payment payable to: *The Home & School Association, c/o Dianne Smith, 141 Laurel Hill Road, Mountain Lakes, NJ 07046, (973) 335-6420, dms4959@hotmail.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 ¼ x 3 ½" high \$15

Half page: 4 ½ x 3" high \$30

Full page: 4 ½ x 7" high \$60

Inside back cover: (available on first request basis) \$65

Back cover: (available on first request basis) \$70

### 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, etc.). Ads from organizations outside of Mountain Lakes, but within Morris County, will be accepted and printed only if space permits.

Quarter page: 2 ¼ x 3 1/2" high \$20

Half page: 4 ½ x 3" high \$35

Full page: 4 ½ x 7" high \$65

### Business Ads (See

[www.mtnlakes.org/HSA/HSbull.htm](http://www.mtnlakes.org/HSA/HSbull.htm) for details)

Quarter page only: 2 ¼ x 3 1/2" high \$50