



Instructions for Submitting Articles for The Prosecutor

1. All articles should be submitted in Word
2. Format should be as follows:
 - a. Title – typed in upper/lower case for each word
 - b. By Name (as you'd like it to appear), Title, Jurisdiction, City, State – typed in upper/lower case for each word
 - c. Story – proceed typing using standard capitalization and punctuation
 - One page ~ 750 words with no photos, quotes or footnotes
 - Two pages ~ 1,685 words with no photos, quotes or footnotes
 - Three pages ~ 2,775 words with no photos, quotes or footnotes

NOTE: You may lead with an intro paragraph. For example: *“Ms. Ashley is an NDAA Associate Board Member, Executive Committee member and Vice-Chair of the Women Prosecutors’ Section. In 2015, Ms. Ashley formed the first multi-disciplinary peer support team within the San Bernardino County District Attorney’s office.”* OR you may end your story with a calling card. For example: *“Sunny Funk can be reached at 504.361.2841 or sfunk@jpda.us. Assistant district attorneys Darren Allemand and Jody Fortunato, and Public Information Officer Paul Purpura of the Jefferson Parish District Attorney’s Office contributed to this article.”*

However, do not do both.
 - d. Photos and Captions
 - Please provide all photos as high-resolution JPG files along with accompanying captions. Please denote location of photo placement in story if applicable by calling out file name in brackets [photo name.jpg]. If photo credit is required, make sure to provide exact copy needed in Word document. Captions should be written as complete sentences and end with a period. Captions are suggested, but not required.
 - e. Footnotes
 - Please follow standard rules and use the numerical numbering system (1, 2, 3, etc.).
3. Prior to submitting your story, please make sure to:
 - a. run spell check
 - b. change all spacing between sentences to one space only
 - c. make sure header levels within your story are clear
 - d. highlight any content that may be used as pull quotes
 - e. denote location of photo placement in story if applicable by calling out file name in brackets [photo name.jpg] which will be deleted by designer
 - f. italicize names of documents and publications as needed
 - g. double check URLs referenced and make sure to list them in full – not just link them in Word
4. Please submit your story and accompanying pieces to:
Kiona D. Gaines, Director of Membership & Marketing | kdgaines@ndaajustice.org or 703-519-1673
5. Please follow up to make sure your story was received.

Thank you!