

***Tidelines* Submission Guidelines**

Instructions for Submitters

General

To facilitate your experience, please read these guidelines in their entirety before proceeding.

The submission form must include the submitter's full name, Seabrook Island address and an e-mail address. All posts will include the complete name of the submitter. Addresses will not be shown unless requested. E-mail addresses will not be used for any purpose other than communication between the editors and submitters.

Publication Standards

The editors solicit content that informs property owners of important local events, communicates information of general interest, and depicts the richness of life on Seabrook Island. Such content includes but is not limited to the following:

- Announcements of and reports from Island or nearby off-island events
- Announcements of and reports from Island organizations, including SIPOA committees, volunteer or social groups, the Town of Seabrook Island, and the Seabrook Island Club
- Announcements regarding issues or events that significantly affect property owners
- Articles concerning the natural environment on the Island
- Images, video and audio files regarding any of the above.

Content that will not be published includes but is not limited to the following:

- Content that is adversarial, advocative, or political in nature
- Content that impugns the integrity, motivation or competency of named individuals
- Content that is inflammatory, disrespectful, or contains unsubstantiated allegations
- Content that may violate copyrights
- Content that is intended primarily for the advancement of private commercial interests, including but not limited to advertising and endorsements.

Posts

Posts should not exceed 1,200 words. The editors may condense or otherwise edit content to arrive at an appropriate length for posting, consistent with the post's intent.

Content transmitted in ways other than the online form should be submitted as plain text. Submitting text through e-mail or other means rather than the form may slow publication.

The editors may, at their discretion, choose to correct grammatical errors, misspellings, and make other non-substantive changes to enhance comprehension of content. Editors may choose to supplement text articles with appropriate stock photos. Editors may choose but are not required to consult with submitters regarding these changes before publication.

Editors will strive to link posts to existing web sites as needed or requested. Contributors must specify the URL (web address) of any desired links.

Supporting Documents

Submitters may choose to supplement content with stand-alone documents (e.g., reports, brochures, lists, notes, data, etc.). Preferred format for submitted documents is PDF. *Tidelines* will link to documents thus provided and make them available for readers to view.

Photos and Other Images

Submitters may choose to include photos or other images as part of their post. Images thus submitted must be in one of these preferred formats: .png or .jpeg or .jpg.

Video Files

The editors prefer video files that are already hosted (stored) on another site (e.g., YouTube or Vimeo) so as to easily embed and link them in posts. Submitters must specify the URL (web address) to videos on these sites.

The editors may provide limited assistance in posting video files that are not already hosted on another site on a case-by-case basis. Video should be of high quality, i.e., in focus and free of extensive camera movement. An audio track is not required; however, audio tracks with significantly compromised quality may preclude posting of video.

Religious Content

As a general policy, *Tidelines* will not accept content that publicizes religious services or events, unless such services or events will take place on Seabrook Island, and are sponsored or sanctioned by one or more of the three entities (i.e., SIPOA, the Town, or the Club).

This restriction does not apply to non-religious cultural events open to the general public that will be held in places of worship. For those events, editors and writers may exercise typical discretion related to the degree of Island-wide interest in determining whether to post such content.

Intellectual Property

By submitting content to *Tidelines*, the submitter implies that he/she is the creator of that content. Previously published or copyrighted material may be shared, but the submitter must credit the original author and provide a URL (web address) if one is available. This requirement applies for all media: text, supplemental documents, photos, audio, and video files.

Similarly, original content submitted to *Tidelines* may be reused or shared, with credit, at the editors' discretion.

Submissions to *Tidelines* will be available in the public domain.

Content that does not meet *Tidelines* editorial standards in whole or in part, or that does not, in the editors' judgment, merit publication for other reasons will not be published. In such cases, the editors will inform the submitter of the reason(s) content was not published and offer an opportunity to resubmit revised content that meets editorial standards. The editors may choose to make minor revisions consistent with the intent of submitted content so as to bring it into compliance with editorial standards.

Please submit questions regarding application of these standards to seabrookislandblog@gmail.com.

Revised May 2020