

## **Writer's Guidelines**

Here are the editor's requirements for online publication in Travelworld International Magazine. Acceptable word count falls somewhere between 800-1,200 words. This includes all sidebars and additional information.

### **The Basics**

1. Justify left with paragraph indents. Use a block format.
2. Please single space after periods.
3. Double space between paragraphs.
4. Use spell check.
5. Do not put web locations or phone numbers in the body of the article. Put references in a directory at the end of the piece. Example: For more information: xyz.
6. Please read and re-read work before sending the article.
7. Make paragraphs and sentences concise. Don't be afraid of a simple declarative sentence.
8. Http:// is not necessary, just www. Include phone and other contact information.
9. Do not include a byline, your name will be a live link to your contact information.

### **Further Important Instructions**

10. Submit with the quality and careful attention you would with high-profile publications. Your expertise and dedication to quality are vital.
11. Don't expect more than 2-3 pieces published in the forefront of the magazine per year. We have many writers.
12. Travelworld International is a vehicle for writers and a tool for would-be travelers. It is not an advertising site. Give hotels a mention or a sentence, if warranted. Everything else will be deleted. Our readers are affluent, budget conscious and everywhere between.
13. Make sure to add information, allowing readers of all financial means to find suitable accommodations. Example: For more hotels in this area contact the CVB, the local chamber of commerce or the tourism board. Then give the telephone numbers and websites. Writing about airlines and hotels should be in the context of providing information (as in a sidebar), not the focus of a story.
14. If this is a reprint, you must state so, with the publication's name and date the piece ran.
15. Lastly, all stories that do not meet these requirements will be sent back with these guidelines attached. Please rewrite and resubmit.