

HOW TO SUBMIT AN AD FOR PUBLICATION IN BARKS

Ads are due by the due dates as indicated on the frontispiece of each issue of BARKS. No exceptions will be made, except at the discretion of the editor and only in rare circumstance.

Delays in receiving ads results in a delay in sending the finished magazine to the printer, which in turn causes delays in printing and binding, and ultimately in mailing.

We all want our BARKS to arrive in a timely fashion!

Please email all ads to the editor, Karen Morris – there is no need to also send a hard copy unless you cannot scan photos needed.

barks.editor@gmail.com

Ads are accepted in the following formats:

- ✓ Word
- ✓ Pdf
- ✓ in the body of an email

Please keep in mind that if you send your ad in pdf format we cannot make corrections. Proofread carefully before sending!

Please ensure the following before emailing your ads:

- Page size (not margins) is set to 6" wide by 9" tall
- Margins are set to .3" all around (top, bottom, right and left)
- Remove all hyperlinks
- Do not use copyrighted logos or designs unless you own them
- Perform spellcheck

Photos may be inserted in ad or attached to emails. Please give full instructions for cropping. You may send photos via mail if you do not have a scanner. All electronic photos must be in jpg format, at least 300dpi or higher resolution.

All ads must be paid for by the due date – you may send a check or money order (in US funds), use paypal to barks.editor@gmail.com or email/call with credit card information. If using a credit card, please provide name on card, expiration date and card number.

Please note: the editor reserves the right to remove ads that have not been paid for by the due date, unless other arrangements have been made.

Your Barks staff works hard to make each page on our magazine look its best – we are happy to help. Please don't hesitate to ask!

BARKS managing editor:

Karen Morris

Email: barks.editor@gmail.com

Mailing address:

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Telephone: (760) 798-1364 or (925) 726-8002