

## 2010 Memo Submission Guidelines & Deadlines

The ICSCC Memo will be published 10 times in 2010. Submission deadlines are listed below. The submission schedule is worked out at the beginning of the year, based on the race schedule and other factors such as deadlines for receipt of rule change proposals, date of the year-end banquet, etc., and cannot be varied except with the President's consent.

Deadlines are for **print-ready material** to reach the editor. If you will be unable to meet the deadline it is **your responsibility** to contact the Memo editor so we can work out a solution.

If you are uncertain about the proper format in which your item should be submitted, please contact the Memo editor. Some general guidelines:

- The Memo editor currently uses MSWord v2007, MSPublisher v2007, and MSEXcel v2007.
- **Minimum page margin, all four sides, is 0.5 (one half) inch.** Anything less is not compatible with our printing and binding processes, and will not be compatible with many web users' printers either.
- Images should be sent as JPG files – minimum 300 dpi for best print quality.
- Document formatting will change between your computer and mine, even if we are using the same version of the same program. If this happens I will need to edit your document before publishing. For this reason **it is essential that files not be password protected** or otherwise made difficult to work with. It is also best to **keep formatting simple.**
- The exception to the above is if your item has a fancy layout, etc. (posters, banquet announcements, etc.); in this case you may wish to submit it in PDF format. Before you do, please **check your finished product** to ensure that it is correct and there are **no orphaned lines on an additional page, etc.** These are very difficult to fix, and even if I have time to attempt it (no promises) the results will not be professional looking.
- Please do not fill your race announcements, etc., with tabs of various lengths! If they are all the same, columns can easily be fixed if they get out of alignment. If they are not all the same, formatting problems can only be fixed by resetting every tab on the page.
- Check the ICSCC Policy & Procedures Manual for the official format for race results, and please follow them. The files for the Memo must be editable.
- If you are not proficient or comfortable using programs such as Word but are responsible for producing race announcements, etc., it is best to ask someone for help in creating a template. Then just change dates, etc. as needed through the season.
- **Proofread** your submission before you send it – better yet, have someone else proofread it. Race announcements and any other documents are deemed correct as received: I have no way of knowing whether the race registrar's contact information, the schedule details, entry fees and deadline, etc., are correct, so must assume that this information has been carefully checked by club officials before being submitted for publication.
- Questions, suggestions, etc. are always welcome! My email is [memo@icscc.com](mailto:memo@icscc.com). I thank all of you for your help, past and future, with the Memo and the ICSCC website.

### Commercial Advertising Rates:

Full page \$80 / issue for full year, or \$110 / issue  
1/2 page \$50 / issue for full year, or \$70 / issue  
1/4 page \$30 / issue for full year, or \$40 / issue  
1/8 page \$20 / issue for full year, or \$25 / issue  
Commercial classified \$10 / issue full year or \$12 / issue

## 2009 ICSCC Memo Submission Deadlines

Memo #2	March 3	Race announcements #1 & #2
Memo #3	April 7	Race announcements #3, #4 & #5
Memo #4	May 5	Race announcement #6/7, #8/9 & #10
Memo #5	June 23	Race announcements #11 Points Races 1-5
Memo #6	July 28	Race announcements #12, #13 & #14
Memo #7	August 25	CSCC Enduro Announcement Points Races 1-10
Memo #8	Sept. 15	Rule Change Proposals Banquet Announcement #1
Memo #9	Oct. 13	Final Points Banquet Announcement #2
Memo #10	Nov. 25	Final Approved Rule Changes 2011 License Application
Memo #1 2011	January 19	2011 License Application