

# the Nugget

## Contributor Guidelines

## Author Agreement:

Nugget Issue (month/year): \_\_\_\_\_

Author Name: \_\_\_\_\_

Article Title: \_\_\_\_\_

Author mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### I, as the author of the abovementioned work, hereby attest to the following:

- I wrote the article above myself and did not copy from any other source\*.
- I give Sacramento District Dental Society permission to print my article in *The Nugget*.

### PHOTOS:

- I have included photos for use with my article
- o I give permission to print photos submitted
  - o I have permission to print photos submitted (*attach permission from photo owner\*\**)
- I have not included any photos for use with my article

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Notes regarding fair use of quotes, etc within an article:

- From articles: 3 sentences allowable, within quotes, with attribution
- From books: 3 paragraphs allowable, within quotes, with attribution

\*\* Notes regarding photos:

- The owner of the work is the creator (i.e., the owner of a ppt slide is the presentation creator; owner of a photograph is the photographer)
- Crowd photos are public domain, if no individual is specifically recognizable

## Article Length:

- **600 words or less**, in the interest of available space and layout restrictions within the publication
- If you must exceed 600 words, please aim for between 800 and 900 words, to allow for the next layout option.

## Formatting:

- Please submit in a Word document and place **one (1) space after periods** and **do not** use the tab key.
- Special formatting is not necessary. SDDS will handle stylistic elements.
- Include full name of author and issue in the title (ex. Jon\_Doe\_DDS\_Oct14.doc)

## Author Photo/Bio: Other Photos:

- To accompany your article, please submit a **high-quality head shot** (300 dpi, jpg or tiff), in digital form, **as an email attachment**.
- **Bio must not exceed 70 words**. Refer to current Nuggets for format style.

- Please provide any photos you would like to include in **high-quality digital form** (300dpi minimum, jpg or tiff), as email attachments.
- Please **DO NOT place images in Word or body of email**, as this lowers image quality.

## Copies of Magazine:

- Upon publication, two (2) copies of the issue in which your article runs will be mailed to the address provided on your Author Agreement (at right).

## Author Agreement:

- Please complete an **Author Agreement form** for SDDS to keep on file. If no Author Agreement is submitted, your article may not be printed in this issue.