

Style guide for ORCA Newsletter submissions

Content producers need to represent 1) that they have rights to give permission to reproduce their work, 2) that they will let ORCA reproduce their work in perpetuity, and 3) that them letting ORCA use their work in no way prevents them from using their work in the future in whatever way they desire (although they should include information about it first being published in the ORCA newsletter—because we're providing editorial support to them).

Articles

- single spaces after periods—no double spaces
- manuscripts should be formatted single or double spaced, in 12-point Times New Roman or Arial.
- 250 to 750 words.
- should include (in this order):
 - o Title
 - o Author(s)
 - o The article itself
 - o About the Author(s):
 - Include your email address, phone number, and website
- all articles must follow the References rules listed below

References

- All references to scholarly or professional works must include proper APA 6th edition citations in text, and a reference list (bibliography) at the end of the text, also properly formatted for APA 6th edition style. Use [Son of Citation Machine](#) if you need help formatting your bibliography.
- All works and authors mentioned in text need to be cited in text, in the format (Author, Year). See [Purdue OWL](#) for help with this, or look it up in a paper copy of the APA 6th edition manual.

Photographs

- authors should include their name
- for portraiture, the name of any people depicted
- for group photos, the name of the group and/or event and location
- for landscape photos, the location of the photo
- for still life and nature photos, a description of the content or the common name of the animal or plant depicted

revised 9 Sep 2016.