Publication Guidelines

**Teen Times**
In order to expand *Teen Times* to the website, we need your stories!

**Timeline:**
- **Issue**
  - September/October
  - November/December
  - January/February
  - March/April
- **Article/Photo Deadline**
  - July 1
  - October 1
  - December 1
  - February 1

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**The Adviser**
Share lesson plans and other ideas with fellow FCCLA advisers.

**Timeline:**
- **Issue**
  - Fall
  - Spring
- **Article/Photo Deadline**
  - July 1
  - January 1

Check out the FCCLA website to submit your stories and pictures today.

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**National Program**

**Lesson Plans and Activities**
Submit your favorite lesson plans and/or activities, so that FCCLA can build its national program offerings by including your information on the website for other advisers to integrate into their classrooms.

**Timeline:**
- Year round.

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**Photo Guidelines**

Journalists appreciate receiving photos or artwork specific to the topic of your release. Double-check the photos are 5x7 inches or larger, with a complete caption taped on the back of each photo. High-resolution digital files are preferred, provided the image has a resolution of 300 dpi or higher in jpeg format. Each photo must indicate credit (who took the photo), and caption.

**Before Taking the Photograph:**

- **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true, bright colors of the subjects. Avoid shadows and do not take photographs inside a garage or warehouse. When using a flash, avoid reflections on glass or mirrors.

- **Show detail.** Let the subject fill the entire frame. If the person(s) clothing/belongings contain activity/event/program names and/or sponsors, include them in the photo.

- **Avoid clutter.** Remove anything in the background that distracts from the item being accessed. A plain colored fabric backdrop can be used to accomplish this when taking a photo of a lineup. However, do not use all white because the contrast will be too great.

- **No offensive or derogatory information.**

**After taking the photograph,** it is important to balance the contrast and brightness, rotate the photo to the correct position, and crop unnecessary background items.

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Each author is responsible for the accuracy of references, quotations, tables, and photo releases and should inform FCCLA if the article has been published elsewhere.

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**QUESTIONS**

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