

Greetings Letter and Spec Guide

Thank you for your interest in submitting an article(s) to Celebrate Paradise The Magazine! Celebrate Paradise Inc. is a Florida based marketing, promotions, and event planning company designed to promote tropical living and the Florida way of life. Our goal is for residents and visitors alike to experience the best that Florida has to offer, while creating an international brand that is synonymous with tropical living. It is our goal to make Celebrate Paradise The Magazine the best publication possible. We strive to publish articles that are clear, accurate, informative and upbeat, while promoting the latest trends in areas of night life, food, fashion, art and entertainment, luxury living, relaxation and our exciting array of first class events.

With this sheet, you will also receive an article information page that will help us ensure that all names are spelled correctly and that we have all the necessary contact information in order to discuss text and photograph particulars with you.

Contact information for the contributors will not be published.

The editors of Celebrate Paradise The Magazine will proofread each article and may make minor corrections to spelling, structure, grammar, and tense without consulting the author. If we plan to omit portions of the article or drastically change the tone of the story, we will do our best to work with the author on any such changes. Ultimately, however, the editors of Celebrate Paradise The Magazine reserve the final decision on what is published in its pages. As soon as you submit your article, we will begin reviewing and editing the content. Therefore, once you have sent us your article or uploaded it to the DropBox (coming soon), please do not make any further changes to the content unless prompted by us. This way, we will all be working on the same copy.

We want to make sure to give credit where it's due, so the information sheet also requests the names of the photographers of the pictures submitted with the article. Once we review the photographs and article(s), and then deciding on which ones to print, we will NOT ask for confirmation on the actual photographer of each picture NOR will we ask for confirmation on the identities of people, places, establishments, and other items featured in the pictures. All photographs submitted with your article become the property of Celebrate Paradise The Magazine and Celebrate Paradise The Magazine reserves all rights to publish the photographs in the magazine or any other media controlled by Celebrate Paradise The Magazine. By submitting photographs, the author represents that he or she is the photographer of each photo, or that he or she has the written permission of the photographer to provide ownership and all rights of the photographs to Celebrate Paradise The Magazine.

Celebrate Paradise The Magazine will allow previously published material, however, material must have been published no less than three (3) years ago. Material discovered to be republished less than three years will constitute a violation of the Celebrate Paradise The Magazines submission agreement and be subject to a forfeit of wages and/or responsible of repayment of wages for the article that was in violation.

Thank you for your interest in Celebrate Paradise The Magazine and look forward to seeing your words in print.

**Elton & Cateenna Davis
Editor-in-Chiefs
Celebrate Paradise The Magazine**

Guidelines for articles and photography

Submissions are made via email to: _____ (unless other arrangements have been made).

The email subject line should include the following: Name of Author and Issue Month.

If you are submitting unsolicited queries, please restrict each submission to one or two proposals that include a potential title, proposed premise/hook and your approach to the piece. Include potential interview sources you may use to localize and/or substantiate your premise (if needed). The number of submissions we receive hinders our response time to undeveloped queries.

We plan magazine issues one to two months in advance; please keep this in mind when sending timed pieces. Celebrate Paradise The Magazine reserves the right to edit copy and make final decisions on page layout. While we try to work with authors as much as is feasible, we are not able to provide the author with a final draft before printing.

General article submission tips:

- a. Before submitting, proof your work- use spell and grammar check, and if possible have at least one other person read your piece for clarity.
- b. Submit as a Word document in a 12-point font Arial or Times New Roman. Single spaced submissions are preferred.
- c. Double-space lines between paragraphs. (Don't indent paragraphs.)
- d. **Include a title** (and subtitle if you like). We may change the title, but your piece is incomplete without one.
- f. Avoid excessive use of exclamations (!).
- g. Keep paragraphs relatively short.
- h. Avoid over use of past tense, keep things in the present.

We run 500-1000 word articles. You may be asked to write a longer article (not to exceed 1,500 words). If you are writing an assigned article we will let you know the word count needed. Photographs may also be submitted via email as high-resolution (300 dpi) jpg images, with article as this method is preferred. Please include the photographer's name and date image was taken.

Articles should be informative and upbeat without being overly technical. Articles that carry a story line and/or present an interesting angle are preferred (if our editors yawn...so will our readers).

What's Important to Us

Localizing the article is important; including interview comments from locals is one way to do this. We serve a tri-county area, West Palm Beach, Broward and Miami-Dade (more areas coming) therefore, we strive to represent editorial pertinent to all geographic areas we serve.

Articles with instructions, i.e., recipes or art projects, we ask that authors test directions prior to submission. If articles mention historical or scientific facts, please be sure your information is accurate; document statistics where appropriate.

Article's Sidebar information:

A sidebar may be included with your article, such as a resource list for the topic being presented. When presenting local resources, each county Celebrate Paradise the Magazine serves should be included when possible.



Due to space constraints, sidebar information should be brief – include only the most relevant and quality resources that will inspire readers to research further – you may include both local and online resources (sidebars will be listed at the back of magazine).

Sidebar information can also be an inset box with “bit” info such a relevant quote not fitting within the article body; something cute, funny or interesting enough to be included.

Sidebar information will NOT be considered part of an article’s overall word count; some exceptions are made on a case-by-case basis.

Commissioned articles are by prior arrangement ONLY. Payments are as follows:

Assigned articles 500 to 1200 words: \$20 - \$50

Articles with images: \$???

Unsolicited submissions rates. Payments are as follows:

Under 500 words (“bits”): \$5 - \$15

Author Invoicing:

Authors will receive an invoice request from us once the article has been published. Please do not submit your invoice prior to receiving an invoice request, as space limitations may happen in the final hour that requires an article to be pulled last minute from a particular issue. We will strive to avoid this.

Once your author’s invoice is received, we normally send out its payment by the end of the month the article runs in.

If we do not have your social security number on file for 1099 tax form independent contractor requirements, please include it with your invoice.

Please remember to download, sign and return the Contributor Agreement with your article and images. Contributions will NOT be considered without the signed agreement.

Again, thank you for your interest in Celebrate Paradise The Magazine. We appreciate the potential of working with you.