

## **Guidelines for Sgt Slingsby Trip and News Reports**

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These guidelines set out the requirements to streamline the submission of trip reports and news articles for the Sgt Slingsby web site.

### **COPY**

1. The minimum should be one or two paragraphs in approximately 100 words
2. There is no practical maximum word count but a 1000 words would be a 'full story'
3. Submit in standard word format with minimal formatting and no embedded pictures in the document

### **IMAGES and VIDEOS**

4. Videos to be in WMV, AVI, FLV, or MPEG at CIF size, 352x288 pixels
5. FLV is preferred format
6. If this is unachievable we can convert the files from original source
7. Images to be in jpg format
8. Images to be maximum 800x600 pixel resolution
9. All images to be in order of story narrative if applicable. This is achieved by ensuring a number is the first part of the filename. If more than 9 images are in the story set prefix single digits with a leading zero i.e. 05 rather than 5
10. Image filenames to be as descriptive as possible within the overall naming convention below
11. All image file names AND extension to be in lower case with underscores in place of spaces

NOT GOOD      5 This is my Picture.JPEG

GOOD            05\_this\_is\_my\_picture.jpg  
                     06\_this\_is\_another\_picture.jpg