



County Line Editor – Policy and Procedures

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The publication of our OHC County Lines in the Corral magazine is very important for promoting OHC and our cause. Articles should be upbeat and should stress our good deeds and the fun we have which will help to entice the general public to join an OHC chapter in their region. The articles also serve to keep other chapters informed of what your chapter is doing so their members can attend those functions.

GUIDELINES FOR COUNTY LINES ARTICLES:

The Corral magazine has a publication style that our submissions must follow. Our submissions must also contain proper grammar, punctuation and spelling. To help make the OHC County Line editor's job easier, please follow the guidelines outlined below when writing your county line article.

- The OHC County Line editor will send a reminder email to each reporter approximately seven days prior to deadline day (deadline is the 5th of each month).
- County Lines are reserved solely for OHC county chapters. Individual members or associate members are not permitted to submit articles for the County Lines section.
- Do not use minutes of your meetings. Instead, prepare an upbeat, interesting story about the happenings/activities of your chapter for the past or future month. Any reference to the meeting being called to order, reports being read, etc., sounding like minutes of a meeting, will be deleted. No flyers may be used as your submission.
- Do not include private information such as bank account info in your article.
- When using Word or Word Perfect please use **Arial font in 12-point size** for your entire article.
- Type the name of your county chapter on the top left.
- Your article should be flush left. Do not use indentation as the publishing software automatically inserts an indentation in the articles. Set one-inch margins top, bottom, right and left. All sentences and paragraphs should be single spaced. (No double spaces between sentences or between paragraphs.)
- Keep in mind the Corral magazine deadline is one month ahead of the month the Corral magazine is distributed to members. You may be writing about an event that has not yet happened, but the reader will receive the article after the event has happened. Use verb tenses appropriate to the time the reader will receive the magazine. (We had a poker run, or we will have, depending on the date of publication.)
- Do not add "th" or "nd" after the date. (If you are having an event on August 17, do not ad "th," but the holiday is written Fourth of July.) Do not include the year unless noteworthy. (The Easy Riders met June 24. Next year's show is scheduled for May 9, 2020.)
- If you use a.m. or p.m., it should be lower case, and the periods should be added. (Our meeting will be held July 8 at 7 p.m.)
- Do not use more than one exclamation mark or question mark at the end of a sentence.
- Use quotes as a quote and not for emphasis. (Not: We had a "wonderful" time.)
- Officers: Unless the use of an officer's title is used as the first word of a sentence, it should be lower case. (President Ron Adams was absent, therefore vice president Jimmy Jones presided.)
- Do not capitalize common nouns such as reporter, county, state, club, potluck, poker run, parade. These should

be capitalized only when used as a specific name, a proper noun. (Our state ride, the state meeting, our chapter, a poker run, or The Third Annual Valley State Ride, our Cuyahoga County OHC chapter, the Guy Smith Poker Run, a St. Patrick's Day parade.)

- Capitalize North, South, West and East when they refer to a section of the country. Do not capitalize north, west, south and east when they are used as a direction. (North Carolina is north of South Carolina and east of West Virginia. We drove along the East Coast. The west ridge of the trail is closed.)
- Do not capitalize the seasons (fall, summer, winter, and spring).
- Do not use all capitals for a word and do not underline words.
- The Corral magazine's editorial style is to use the '/' slash mark after the area code in all phone numbers. (419/929-8200.)
- When referring to people, do not use 'which' or 'that.' Use 'who.'
- The Corral magazine's editorial style is to use 'website' as one word in lower case unless it begins a sentence, to use the word 'email' as one word in lower case unless it begins a sentence, to always capitalize the word 'Internet', and to spell 'potluck' and 'fairground' as one word.
- Numbers ten and under are spelled out. Numbers over ten are to use the numerical format. (We had three of the 15 members present.)
- Please spell check your work. Most Word programs have automatic check for misspellings and grammar suggestions. Read your article aloud for correct grammar, spelling, clarity and continuity.
- Articles are to be submitted via email to countylineeditor@ohconline.com.
- In the subject line of your email submission, put your county name.
- Attach your report as a Word document to your email (preferred), or type your submission within the email using Arial 12-point font, no spaces between sentences, no spaces between paragraphs.
- The OHC County Line editor will acknowledge the receipt of your article and any photos within 24 hours of receiving it. Please check your email for that confirmation and follow up with him/her if you do not receive it.
- Please notify the OHC County Line editor as soon as possible in the event of a change in your chapter's Corral reporter. Send the OHC County Line editor the person's name, email address and telephone number and any additional information deemed necessary.

PICTURES:

- No more than three pictures can be used each month by each chapter in your County Lines submission. It is up to you to decide which ones (not the editor).
- You should provide a short tag line (caption) for each photo.
- Make sure the pictures are photos you or fellow members have taken. We cannot publish copyrighted photos without written permission. If a photographer has taken pictures, you must have their written consent to use their photo. (An email from them will work.) It is the responsibility of the chapter reporter (not the editor) to make sure you send written permission including the name of the photographer for credit.
- Do not use photos from Facebook. Facebook compresses the size. If using your phone, please make sure the file size is big enough to resize, or it cannot be used. They must be at least the size of a 4" by 6" photo with at least 150dpi (dots per inch). If you are not sure, send it. Most photos work, and we can let you know if it does not.
- Submit your pictures in a jpg/jpeg format.
- Email pictures as an attachment.

PROMOTING YOUR EVENT:

- Flyers cannot be a part of your County Lines article. You may discuss your event in the article.
- Post your event on the Corral magazine calendar.
- Post on the OHC state website through your chapter web template/events calendar.
- Post on our chapter's website if you have one outside of state website.
- Post on your chapter's Facebook page.
- Discuss in your chapter's newsletter.
- Ask your fellow chapters to publish your flyer on their Facebook pages and in their chapter newsletters.
- Mail or email your flyer to other chapters.

- Have your flyers distributed at the state and regional meetings. For a state meeting, bring copies to the meeting for the information table.

BASIC PUNCTUATION:

1. USE OF THE COMMA (,)

- To separate words of three or more expressions. (Today I called the vet, the farrier and my therapist. (Note: in other writing, you may put a comma before the 'and'. In journalism, it is usually omitted.)
- To separate the main clauses in a compound sentence of some length. (The club held its awards banquet at the Valley Inn, and everyone enjoyed the food and the band.) When the main clauses are short, no comma is necessary. (Our first foal is due April 12 and we are excited.)
- After an introductory phrase or clause of some length, especially if the phrase or clause may lead to misreading. (Once he had eaten his fill, the horse wandered around the pasture. In order to find a qualified judge, it was suggested the show chairman call the national association. If there are any questions, please call me as soon as possible.)
- To set off words and phrases used in apposition. An appositive is a noun or pronoun placed near another noun or pronoun to identify or explain their relationship. (Mr. Smith, the judge, was the first to offer his congratulations. Joe Jones and his friend, Cleo Smith, were named youth advisors.) A comma is not necessary for separation if the appositive is closely related to the noun it identified. (Her husband John.)
- To set off a clause that is not necessary to the meaning of the sentence. (The horse, the only survivor of Custer's forces, was never ridden again. The winner of the class, owned by John and Ruth Smith, was Piece of Perfection.) A clause necessary to the meaning of a sentence is not set off with commas. (All the horses that were entered in the class showed up.)
- To separate two or more adjectives that modify the same noun. (The tired, lathered pony galloped into town.) Adjectives may also follow the noun they modify. (The pony, tired and dusty, galloped into town.) An adjective may be so closely identified with a noun that they both are thought of as a unit. Therefore, another adjective modifier requires no comma separation, or requires a hyphen. (Her first horse was a 15 hand bay gelding, or 15-hand bay gelding.)
- To separate a direct quotation from the rest of the sentence. (The president congratulated the members saying, "Our 2008 show was the smoothest, best attended show in the history of this organization.")
- To set off words used in direct address (person spoken to). (Nice going, Sue!)
- To set off introductory words and mild exclamations. (Well, show season is upon us. Yes, it's that time of year again.)
- To separate transitional words used in a sentence. (Therefore, we had to cancel the class.)
- To separate the day of the month from the year in dates, and cities from states in addresses. (Next year's banquet will be held on January 3, 2009 in Columbus, Ohio.)

2. USE OF QUOTATION MARKS (")

- To set off the exact words of the speaker. (President Jones said, "These people always do a good job, but it's time we have some new faces to help with the work.")
- To indicate titles of individual articles or short stories. Books and magazines are normally set off with either italics or underlining. We also use quotation marks to identify books or other publications. (One of our members, John Doe, was recently featured in "Dressage & CT.")
- Use a single quote (') to set off a word or a phrase for a particular purpose, to define a word or phrase, or to call attention to slang. (She is our 'fearless leader.' The kids thought the party was 'cool.') Single quotation marks are also used to enclose a quotation or a title within another quotation. (Sally said, "The girl cried, 'That judge called my horse a nag!'")

3. USE OF THE COLON (:)

- To introduce a list. (Results of the high point awards follow:)

4. USE OF THE SEMICOLON (;)

- To separate the main clauses in a compound sentence when no conjunction (and, but, etc.) is used between the clauses. (The riders were lined up and ready to go; the judge was ready for the class to enter the ring.)
- To separate the main clause in a compound sentence when the main clauses already contain elements punctuated by commas. (The 2009 officer nominees are: Lenny Leader and Sally Smiles, president; Robert Ready and Danny Dunn, vice president; Alice Wright and Penny Penn, secretary; and Cal Culator and Addie Machine, treasurer.)
- To separate independent clauses joined by such adverbs as also, besides, hence, however, moreover, nevertheless, otherwise, therefore, etc. (We moved our regular meeting dates to the second Tuesday of the month; otherwise, no one

would have been able to come.)

5. USE OF THE APOSTROPHE (')

a. To show the possessive case of nouns and indefinite pronouns: one, anyone, everyone, nobody, somebody, someone, etc.) (The horse's stall was clean a minute ago. It must be someone's responsibility.) Do not use an apostrophe with possessive pronouns: its, hers, yours, ours, theirs, whose. It's is the contraction for it is.

b. To show the omission of certain letters in a contraction. (Att'y for attorney, don't for do not, let's for let us, and it's for it is.)

c. To show the plural of numbers, letters, short words, etc. (five 10's, three A's, no more but's.)