

The *Virginia Sheriff Magazine*

Published by Contract Communications

Purpose: The *Virginia Sheriff* is devoted to promoting the work of the 123 Sheriffs' Offices throughout the Commonwealth of Virginia. Its purpose is to inform citizens about innovative methods being used to reduce crime in their communities, educate them about legislative developments which affect public safety, and explain ways they can get involved in the effort to protect their life, family and property.

Publishing Dates: The *Virginia Sheriff* is published 4 times a year.

Circulation: Approximately 7,200 Virginia sheriffs and deputies and 250 retired sheriffs and Virginia legislators.

Story Ideas, Articles and Press Releases are Welcome!

The *Virginia Sheriff* welcomes material submitted by sheriff's offices and other law enforcement agencies. The magazine often includes by-lines on articles written by sheriffs, public information officers, sheriffs' office personnel and guest columnists.

Tips: Press releases and other media materials should include: Who, what, when, where, why about the topic, plus a contact name, phone number and an e-mail address.

Deadlines/format: The *Virginia Sheriff* deadline dates are December 17 (Spring Issue), March 18 (Summer issue), June 17 (Fall Issue) and September 16 (Winter Issue). **NOTE:** E-mail attachments and computer disks are welcome (save in "text only" or WORD).

Text: Type all material, double-spaced on one side of 8-1/2 x 11 white paper.

Photos: Photographs must be original black and white or color prints from 3x5 to 8x10. The photographs should be lab processed and printed on photographic paper with a glossy finish (matte finish paper is not acceptable). Digital camera images are acceptable only if the original unaltered high-resolution (300 dpi) file is saved on disk or emailed. Because of the poor quality of the majority of today's ink jet printers, the magazine cannot accept computer print outs of any files. Laser printed photographs on plain or matte (textured) paper are **NOT** acceptable. Captions and identification of subjects should be included. Please **DO NOT WRITE ON THE BACK OF PHOTOS**. You may type the caption on a sticky label that can be attached to the back or just include caption information with an accompanying letter indicating which picture corresponds with which caption. Always name persons in photographs from left to right. Indicate if you want the photograph returned (to whom and address).

Do not use paperclips on the photographs as it creates an indentation on the picture that will be visible once the picture is scanned. Use cardboard to protect photos from being damaged in the mail.

Reprints: The *Virginia Sheriff* sometimes reprints articles of interest from other publications. The magazine's editor needs the author's name with his/her permission to reprint and any original photographs that were included in the article. The magazine's editor also needs to know when and where the article previously appeared.

Note: Virginia Sheriffs' Association members should understand that editorial decisions for inclusion of material in the magazine are the responsibility of the publisher, Contract Communications, pursuant to the Association's royalty agreement.

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