

# UPAR Submission Guidelines

The *Buckeye Guard* and the Ohio National Guard website staffers are always looking for photos and articles which inform, educate or entertain readers, including stories about interesting Guard personalities (i.e. Citizen Spotlight and features), unique unit training and Soldier/unit involvement with your local communities. Specifically, *Citizen Spotlight* is a feature aimed at highlighting the unique civilian occupations, hobbies, endeavors and other off-duty interests of Ohio National Guardmembers. These types of stories call attention to the well-rounded Citizen-Soldiers and Airmen who make up the organization, and are balancing family, work, life and their military commitments.

While stand-alone photos can be used for both the magazine and website, stories will rarely be published without accompanying photos. Whenever possible, photographers should submit four to six photos, including both horizontal and vertical shots. Please do not crop photos.

The preferred submission method for both stories and photos is electronically via e-mail. Include your (the author and/or photographer) full name, rank and unit, as well as your contact information, preferably e-mail address and phone number. Stories and photos should be submitted to Steve Toth and SSG Kimberly Snow as soon as possible following an event (see contact info below).

Stories should:

- be submitted in a normal text file (word or html document)
- be written in active voice and (if possible) in adherence with Associated Press style
- include full identification for all people in the article (rank, first and last names), unit, hometown, military occupational specialty (i.e. truck driver, *not* 88M), specific dates, times and locations of activity covered

Photos should:

- be submitted in .jpg or .tif format (prints or negatives are acceptable, but digital photos are preferred)
- be taken at the highest possible resolution and at the largest possible file size, no smaller than 4 x 6 in. and 300 pixels per inch
- include full identification (rank, first and last names) for all people in the photo (for group photos featuring more than four people, individual IDs are not necessary), as well as unit, date, time and location of activity, along with a description of what is happening in the photo
- be sent as separate, unedited attachments, not inserted into another file like Word or PowerPoint

POC for the *Buckeye Guard* magazine is Steve Toth, publications editor, or Staff Sgt. Kimberly Snow, public affairs officer, in the Adjutant General's Office of Public Affairs. Please feel free to contact us anytime with any questions and/or submissions.

POC for the Ohio National Guard website ([www.ohionationalguard.com](http://www.ohionationalguard.com)) is CPT Marshall Jackson, public affairs officer or Staff Sgt. Kimberly Snow, public affairs officer, in the Adjutant General's Office of Public Affairs. Again, please feel free to contact us anytime with questions and/or submissions.

**Submissions for the ONG website or *Buckeye Guard* magazine should be sent directly to [buckeye@tagoh.gov](mailto:buckeye@tagoh.gov) and "cc'd" to [nancy.mcmillan@us.army.mil](mailto:nancy.mcmillan@us.army.mil).**

Steve Toth, publications editor – (614)336-7003 [steve.toth@tagoh.gov](mailto:steve.toth@tagoh.gov)

SSG Kimberly Snow, public affairs officer – (614)336-7125 [kim.snow@tagoh.gov](mailto:kim.snow@tagoh.gov)

CPT Marshall Jackson, public affairs officer – (614)336-7001 [marshall.jackson@us.army.mil](mailto:marshall.jackson@us.army.mil)